

CONSTITUTION of THE UNIVERSITY OF WOLLONGONG SOCIAL CLUB

adopted at the Annual General Meeting of 21 April 2016

Amended at the Annual General Meeting 21 April 2022

Amended at the Annual General Meeting 21 March 2024

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CONSTITUTION of THE UNIVERSITY OF WOLLONGONG SOCIAL CLUB

adopted at the Annual General Meeting of 21 March 2024

1 NAME

The Club shall be called "The University of Wollongong Social Club".

2 OBJECTIVES

2.1 The objectives of the Club are:

- 2.1.1 To foster and maintain contacts and the exchange of ideas amongst members of and persons associated with the University of Wollongong (hereinafter called "the University");
- 2.1.2 To provide facilities for members of other Universities and kindred organizations while they are working at the University;
- 2.1.3 To maintain and manage a Clubhouse at the University for members and to contribute to the capital cost of extension of the Clubhouse with the aim of providing adequate Club facilities for members of the Club;

2.2 The social Club is required to apply its profits, if any and other income to the promotion of its objectives and is prohibited from paying dividends or distributing profits or income to its members.

3 FOUNDATION MEMBERS

Foundation members shall be those persons who were admitted as full members before 28th September, 1984.

4 NON-FOUNDATION MEMBERS

4.1 Full Member (with voting rights).

Persons in the following categories are qualified for full membership:

- 4.1.1 The Chancellor, Deputy Chancellor, and Vice-Chancellor of the University;
- 4.1.2 Members of the staff of the University and its affiliates;
- 4.1.3 Alumni of the University;
- 4.1.4 Members of the staff of the University and its affiliates;
- 4.1.5 Retired staff members of the University;
- 4.1.6 Graduate students reading for advanced degrees at the University;
- 4.1.7 Any other person deemed eligible by the Executive Committee.

4.2 Associate Member (with no voting rights).

Persons in the following categories are qualified for associate membership:

- 4.2.1 Former Chancellors, former Deputy Chancellors, former Vice-Chancellors and members of Council who are not full-time staff members;
- 4.2.2 Spouses or partners of members;
- 4.2.3 Undergraduate students of the University,

4.2.4 Persons not mentioned above who are deemed by the committee to be involved in furthering the aims of the University;

4.3 Persons eligible to be full members are not eligible to be associate members.

4.4 Honorary Member (with no voting rights)

The Executive Committee may elect any appropriate person to be an Honorary Member of the Club for a period determined by the Executive Committee on a case-by-case basis for each honorary member.

4.5 Life Member

The Executive Committee may propose that a person be elected as a Life Member. The procedure for election of a life member shall be as set out in clause 31.

5 APPLICATION FOR MEMBERSHIP

5.1 Applications for membership shall be made on a form designed for that purpose, completed by the applicant and delivered to the Membership Secretary. The applicant shall

- 5.1.1 provide all particulars required by the Club.
- 5.1.2 nominate the category of membership sought and state the applicant's qualification for membership, and
- 5.1.3 sign the form to acknowledge that the member agrees to be bound by the constitution and rules of the Club.

5.2 With the exception of current members of staff of the University and its affiliates, applicants must be nominated by a financial member of the Club.

5.3 Applications for membership of the Club must be accompanied by the appropriate subscription fee.

6 ACCEPTANCE OF APPLICATION FOR MEMBERSHIP

6.1 The Membership Secretary shall, as soon as practicable after receipt of a membership application, submit to a meeting of the Executive Committee a list showing

- 6.1.1 the name(s) of the applicant(s),
- 6.1.2 the category of membership sought and the applicant's qualification for membership, and
- 6.1.3 whether or not the appropriate membership subscription has been received (or whether or not an appropriate salary deduction form has been received).

6.2 Applications from

- 6.2.1 members of staff of the University and its affiliates,
- 6.2.2 retired staff members of the University, and
- 6.2.3 graduate students reading for advanced degrees at the University; and
- 6.2.4 spouses or partners of full members

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shall be taken as being accepted automatically. The names of such new members shall be included in the list described in clause 6.1 for ratification only.

- 6.3 All other applications will be considered by a meeting of the Executive Committee and the decision of the Executive Committee regarding acceptance or non-acceptance shall be recorded in the minutes of the meeting.

7 SUBSCRIPTION

- 7.1 The membership year shall extend from 1 March each year to the end of February in the following year.
- 7.2 The subscription fee schedule for the subsequent membership year (that is, the membership year commencing on 1 March next) shall be determined at each Annual General Meeting. Different rates of subscription may be set for different categories of members. If no motion to alter the subscription fee schedule is submitted to an Annual General Meeting, the fee schedule as currently approved will remain in force.
- 7.3 Subscriptions are payable in advance, except that a staff member of the University who is eligible to do so may elect to pay by fortnightly salary deduction.
- 7.4 Fourteen days clear notice must be given to all members of the Club of a proposal to increase any annual subscription.

8 PAYMENT OF SUBSCRIPTION

- 8.1 For subscriptions paid annually in advance:
- 8.1.1 An applicant for membership must pay the required subscription at the time the application is made.
- 8.1.2 Subscriptions for continuing members fall due on 1 March each year and are payable before that date.
- 8.1.3 A member who does not renew his or her subscription before 31 March forfeits the privileges and rights of membership of the Club, but these privileges and rights will be reinstated upon payment of a full year's subscription at any time up to 31 December in the same year.
- 8.1.4 A member who has not paid the annual subscription by 31 December in the year that the subscription is due shall be considered to have resigned from the Club.
- 8.2 For subscriptions paid by salary deduction:
- 8.2.1 An applicant for membership must submit the appropriate deduction authority at the time the application is made.
- 8.2.2 A member who ceases to pay subscriptions by salary deduction and does not make any other arrangement for payment of the subscription within six months shall be considered to have resigned from the Club.

9 PRIVILEGES AND RIGHTS OF FULL MEMBERS AND LIFE MEMBERS

- 9.1 Full members and life members shall have the right to participate in Club events, functions and excursions

and the right to use the Club premises and facilities in accordance with such bylaws as may from time to time be in force.

- 9.2 Only full members and life members are qualified:
- 9.2.1 to be officers or members of the Executive Committee;
- 9.2.2 to vote as members of the Club; and
- 9.2.3 to propose candidates for membership, life membership or office.

10 PRIVILEGES OF ASSOCIATE AND HONORARY MEMBERS

Associate and Honorary Members shall be entitled to the rights set out in clause 9.1 but not to the rights set out in clause 9.2.

11 AGE LIMITATION

No person under eighteen years of age shall be admitted as a member.

12 RESIGNATION OF MEMBERS

Subject to Clause 8, any member may resign at any time by submitting a resignation in writing to the Membership Secretary or ceasing payment of their subscription.

13 OFFICERS

- 13.1 The Officers of the Club shall be the President, Vice-President, Secretary, Treasurer, and Membership Secretary. Officers of the Club shall be elected annually at the Annual General Meeting of the Club. A retiring officer shall be eligible for re-election.
- 13.2 All officer positions shall be honorary.

14 EXECUTIVE COMMITTEE

- 14.1 The business and affairs of the Club shall be under the management of an Executive Committee consisting of a maximum of twelve members.
- 14.2 The Executive Committee shall include:
- 14.2.1 the officers of the Club, elected at the Annual General Meeting;
- 14.2.2 the Immediate Past President of the Club, ex officio; and
- 14.2.3 ordinary members of the Club elected at the Annual General Meeting.
- 14.3 The Executive Committee may co-opt ordinary members to serve as members of the Executive Committee without election until the next Annual General Meeting;
- 14.4 The Executive Committee may from time to time appoint a member of the Committee or other person to be the Coordinator of one or more activities of the Club and may delegate to a Coordinator sufficient decision-making authority to ensure that the activity is organised efficiently.
- 14.5 Coordinators appointed pursuant to clause 14.4 other than Officers of the Club may be recompensed by the Club either
- 14.5.1 by a payment on submission of an invoice, or

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- 14.5.2 by a benefit such as an additional discount over and above that given to other Club members for attendance at a Club event or function.
- 14.6 Any such recompense must be treated as an expenditure subject to clause 18.
- 14.7 Any financial recompense paid to or otherwise enjoyed by a Coordinator pursuant to clause 15.5 must be reported in the Treasurer's reports to the Executive Committee and to the Annual General Meeting.

15 CHAIRPERSON OF EXECUTIVE COMMITTEE

The President, or in his/her absence, the Vice-President, shall act as Chairperson of the Executive Committee and shall have a casting vote in addition to his/her own vote whenever there would otherwise be an equality of votes.

16 ORDINARY MEETING OF EXECUTIVE COMMITTEE

- 16.1 The Executive Committee shall hold an ordinary meeting in each month, or more often if necessary. Minutes of all resolutions and proceedings of such Executive Committee meetings shall be recorded and retained in an appropriate form.
- 16.2 Five members of the Executive Committee shall form a quorum.
- 16.3 If a quorum at an Executive Committee meeting is not formed, the business of the meeting shall be held over until the next scheduled Executive Committee meeting.

17 FINANCE

- 17.1 The Club's financial year runs from 1 January to 31 December each year.
- 17.2 All proposed expenditures of Club funds must be approved before they are incurred, either by:
 - 17.2.1 a motion at an Executive Committee meeting, or
 - 17.2.2 a flying minute circulated by email.
- 17.3 Such approval may include in principle elements such as "to a maximum of \$...", or "to the amount of \$... per attendee".
- 17.4 Disbursements of Club funds shall be arranged as follows.
 - 17.4.1 Amounts up to \$5000 may be paid by electronic funds transfer from a bank account operated by the Treasurer.
 - 17.4.2 Amounts over \$5000 require the pri-approval of the executive committee.
- 17.5 All disbursements of Club funds must be reported to a meeting of the Executive Committee for ratification.

18 PRESIDENT AND VICE-PRESIDENT

- 18.1 The President shall:
 - 18.1.1 represent the Club at events and in discussions with members of the public and stakeholders;

- 18.1.2 take the role of chairperson at Executive Committee and General meetings;
 - 18.1.3 ensure that all business of the Club is carried out in accordance with the Club's constitution, policies and by-laws and with the principles of good governance;
 - 18.1.4 ensure that the Club's constitution, policies and by-laws are reviewed annually and updated as required.
- 18.2 The Vice-President shall deputise for the President as and when required and in consultation with the President.

19 SECRETARY AND MEMBERSHIP SECRETARY

- 19.1 The Secretary shall:
 - 19.1.1 convene all general meetings of members of the Club and meetings of the Executive Committee and of any sub-committees;
 - 19.1.2 attend all such meetings and take minutes of all the proceedings and shall keep a register of attendance;
 - 19.1.3 correspond with members and others on all matters connected with the Club, excepting such as are under the control of the Treasurer or the Membership Secretary.
- 19.2 In the absence of the Secretary the Executive Committee will appoint another member of the Committee to act as Secretary.
- 19.3 The Membership Secretary shall:
 - 19.3.1 receive applications for membership and submit the names of applicants to the Executive Committee for approval or ratification in accordance with clause 6;
 - 19.3.2 in collaboration with the Treasurer and with Social Club event organisers, receive membership subscriptions paid in advance,
 - 19.3.3 maintain a roll of members which shall include each member's name, contact details, category of membership, method by which subscriptions are paid, date accepted as a member, financial status and other relevant information;
 - 19.3.4 maintain an email list of members using the University's email list system;
 - 19.3.5 either in conjunction with the roll of members or separately, maintain an up-to-date list of members showing each member's name and financial status, and ensure that this list is readily accessible by Social Club event organisers;
 - 19.3.6 conduct correspondence on matters connected with membership;
 - 19.3.7 report to meetings of the Executive Committee and to the Annual General Meeting regarding membership.

20 TREASURER

- 20.1 The Treasurer shall
 - 20.1.1 ensure that all money owed to the Club are collected and banked intact;

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- 20.1.2 arrange for payment of all expenses sanctioned by the Executive Committee;
- 20.1.3 keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in books of account of a like nature;
- 20.1.4 collaborate with the Membership Secretary to ensure financial auditability of the membership records,
- 20.1.5 submit financial statements to the Executive Committee monthly;
- 20.2 make up and balance the accounts to 31st December of each year, prepare the income and expenditure statement, submit the accounts, statements to the Executive Committee, and to the Annual General Meeting.

21 ANNUAL GENERAL MEETING

- 21.1 The Annual General Meeting (AGM) shall be held no later than 30th April in each year, upon a date and at a time to be fixed by the Executive Committee, for the following purposes:
 - 21.1.1 to receive from the Executive Committee a report on the affairs of the Club during the past year;
 - 21.1.2 to receive from the Executive Committee the income and expenditure statement for the past year;
 - 21.1.3 to receive the report of the Treasurer;
 - 21.1.4 to elect by ballot the President, Vice-President, Secretary, Treasurer and Membership Secretary for the ensuing year;
 - 21.1.5 to elect by ballot the ordinary members of the Executive Committee;
 - 21.1.6 to set the subscription fee schedule for the following membership year pursuant to clause 7.2; and
 - 21.1.7 to decide on any resolution which may be duly submitted to the meeting.
- 21.2 Further to Clause 24, the Treasurer's report, income and expenditure statement shall be made available to all members by email at least fourteen days before the Annual General Meeting.

22 ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE

All officers and Executive Committee shall be elected by ballot at the Annual General Meeting in accordance with the following rules.

- 22.1 The notice of meeting will include a call for nominations for all elected positions. Nominations accepted until the end of the day prior to the meeting;
- 22.2 If insufficient nominations are received, nominations will be accepted at the meeting;
- 22.3 If exactly one nomination is received for any officer position, the nominated person will be declared to have been elected. If more than one nomination is received for a position, an election will be conducted.

- 22.4 If the number of nominations for ordinary members of the Executive Committee does not exceed the number required, the nominated persons will be declared to have been elected. Otherwise an election will be conducted.
- 22.5 If an election is required, the meeting will appoint two returning officers who will conduct the required number of secret ballots and report the results of the ballot(s) to the Secretary.
- 22.6 In a ballot for an officer position voters will write the name of their preferred candidate on the ballot paper. In an election for ordinary members of the Executive Committee voters will choose as many candidates as there are vacancies. In each case, the candidate(s) with the largest number of votes will be declared elected.
- 22.7 Only members present in person at the meeting may vote in an election.

23 EXTRAORDINARY GENERAL MEETING

- 23.1 The Executive Committee may at any time, for any special purpose, convene an extraordinary general meeting.
- 23.2 The Executive Committee shall convene an extraordinary general meeting within three weeks of the receipt by the Secretary of a request in writing to do so, provided that the request is signed by twenty members and states the purpose for which the meeting is required.

24 CONVENING A GENERAL MEETING

- 24.1 At least fourteen days clear notice must be given of any general meeting. A notice of meeting must include:
 - 24.1.1 the date, time and place of such meeting;
 - 24.1.2 the business to be transacted at the meeting.
- 24.2 Notice may be given by email addressed to the body of members
- 24.3 No business other than that of which notice has been given, or business arising therefrom, shall be brought forward at any general meeting.

25 QUORUM FOR GENERAL MEETING

At any general meeting, 10 members personally present shall constitute a quorum for the transaction of all business.

26 INTERPRETATION OF CONSTITUTION

The Executive Committee shall be the sole authority for the interpretation of the Constitution and of bylaws made thereunder, and the decision of the Executive Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by the Constitution, or by the bylaws, shall be final and binding on the members.

27 CHANGES TO CONSTITUTION

The constitution may be changed by members voting at any general meeting. The proposed resolutions for change must be circulated to all members at least fourteen clear days before the general meeting. Resolutions are passed if a majority of members present and voting agree.

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28 BY-LAWS

The Executive Committee shall have the power to make By-laws and to make additions and changes to the By-laws.

29 DISSOLUTION

The Club may be dissolved by a resolution which has been:

- 29.1 passed by a majority of members present and voting at any annual or extraordinary general meeting;
- 29.2 confirmed by a two-thirds majority of the members present and voting at an extraordinary general meeting which shall be called for that purpose not less than one month after the passing of the resolution.

30 DISPOSAL OF PROPERTY ON DISSOLUTION

Upon the confirmation of resolution for dissolution, the Executive Committee shall forthwith or by such date as shall be specified in the resolution, proceed to realise the property of the Club to such extent as they deem necessary, and after discharging all liabilities shall pay the net proceeds to University of Wollongong. After the completion of such payment, the Club shall be dissolved.

31 LIFE MEMBERSHIP

- 31.1 Members of the Club who wish to nominate a person for Life Membership must submit their nomination, duly seconded, to the Club Secretary no later than 31 March in the year of nomination.
- 31.2 The person nominated must have been directly associated with the University of Wollongong Social Club Executive Committee for a period not less than ten (10) years and must have been actively engaged in the furthering of the University of Wollongong Social Club and its aims.
- 31.3 The persons nominating and seconding a Life Member must be financial full members.
- 31.4 At the next Executive Committee meeting following receipt of a nomination the Committee will vote on whether to put a motion to the Annual General Meeting that the person so nominated be elected as a Life Member.
- 31.5 If the Executive Committee votes in favour, the proposed motion must be included in the business of the next Annual General Meeting.