

# UNSW INDIAN SOCIETY CONSTITUTION

## 1 Introduction

- 1.1 The official name of the club shall be UNSW Indian Society
- 1.2 The club shall be affiliated with Arc.
- 1.3 The aims and objectives of the club are:
  - 1.3.1 To create a safe and welcoming community for both incoming and domestic Indian students.
  - 1.3.2 To enhance our members' university experiences by providing them with both educational and entertaining events.
- 1.4 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. Renton shall apply.

## Definitions

- 1.5 For the purposes of this Constitution:
  - 1.5.1 The University shall mean the University of New South Wales;
  - 1.5.2 Arc shall mean Arc @ UNSW Limited;
  - 1.5.3 Members shall mean full paid student members of the club;
  - 1.5.4 Associate members shall mean associate members of the club;
  - 1.5.5 The Executive shall mean the Executive of the club;
  - 1.5.6 The Committee shall mean any member appointed by the Executive to fill a specific role;
  - 1.5.7 The Annual General Meeting shall mean the Annual General Meeting of the club;
  - 1.5.8 An academic day shall mean a day during the first, second or third term of the University's academic year which is not a Saturday, Sunday, Public Holiday or University Holiday; and
  - 1.5.9 Subjects shall mean units of study offered by the University in progression to the award of a degree.
- 1.6 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 Arc to have sole access. Contact details are not to be given or sold to any other person.
- 2.2 Full membership of the club shall be open to all UNSW students, and they shall be required to pay an annual club membership fee (\$5) set by the club Executive, and complete a membership form.
- 2.3 Associate membership shall be open to all persons who are not UNSW students, provided that they pay a membership fee (\$10) that is set by the club Executive, and complete a membership form prepared by the club Executive.
- 2.4 The duration of a person's membership shall be until the club's next Annual General Meeting or at the end of the academic year in which they have become a member.
- 2.5 The club shall comply with Anti-Discrimination legislation in all of its activities and procedures, including the granting of club membership.
- 2.6 Notwithstanding clause 2.8, a member of a club Executive may have their position declared vacant according to the procedures set out in Section 3.6.
- 2.7 Notwithstanding clause 2.8, a member or associate member of a club may have their membership terminated after the following procedure is followed:
  - 2.7.1 A motion is carried by the Executive, or the Executive is petitioned by fifteen (15) members to instigate impeachment proceedings;
  - 2.7.2 The members of the club are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 6.2;
  - 2.7.3 The member concerned is notified in writing of the procedures and reasons for proceedings at least seven (7) days prior to the meeting.
  - 2.7.4 The member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting.
  - 2.7.5 The motion is carried by the Extraordinary General Meeting.
- 2.8 Any member of a club or club Executive who believes they have been wrongly expelled may appeal to Arc, who will arrive at the final resolution of the matter.

### **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:
  - 3.1.1 A President;
  - 3.1.2 A Vice-President;
  - 3.1.3 A Secretary;
  - 3.1.4 A Treasurer;
  - 3.1.5 An Arc Delegate;
  - 3.1.6 A Grievance Officer;
- 3.2 The term of office for each executive shall begin in the month of December and continue for a full calendar year
- 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, with the exception that the positions of President , Vice-President and Treasurer may not be held by the same person.
- 3.4 Job sharing of any Executive position 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;
  - 3.5.3 Appointing members to the Committee;
    - a) Appointments will be made by majority vote of the Executive.
  - 3.5.4 The maintenance and review of policies & procedures of the Club, including its Grievance Resolution Policy & Procedure.
- 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 Cease to be a UNSW student;
  - 3.7.4 Have their position declared vacant at an Extraordinary General Meeting.
  - 3.7.5 Are absent from three consecutive meetings of the club without apology or leave.
- 3.8 Any member of the Executive, Directors or Committee shall have their position declared vacant if they:
- 3.8.1 Meet the criteria outlined in section 3.6; or
  - 3.8.2 Are removed from their role by majority vote of the executive.
- 3.9 Any vacancy on the club Executive must be filled at an Extraordinary General Meeting, via the procedures outlined in Section 5.
- 3.10 Duties of the following Executive positions shall include but not be limited to:
- 3.10.1 **President**
    - a) To chair all club, Committee, General and Annual General Meetings (held during their term) of the club;
    - b) To oversee and coordinate the activities and administration of the club;
    - c) To ensure that the elected officers of the club perform duties as laid down by the clubs' Constitution, through regular email updates, regularly advertised meetings, reports and notices and/or regular newsletters;
    - d) 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;
    - e) To have a thorough knowledge of the club's Constitution;
    - f) To plan the coming year's activities;
    - g) To act as official spokesperson for the club;
    - h) To arrive at a membership fee with the Executive;
    - i) To liaise with fellow office bearers;
    - j) To acquaint each committee member with their function, responsibility, duties and maintain personal contact with them;
    - k) To liaise with Arc and departments of the University where necessary;
    - l) To ensure that all required reaffiliation documentation is submitted to Arc within the time period prescribed by Arc;
    - m) To ensure that the Treasurer submits a Financial Report at the AGM and to Arc as well as has the club's finances in good order in preparation for Spot Audits by Arc;
    - n) To ensure that Arc is informed of changes to the Executive;

- o) To pass on their knowledge to their successor; and
- p) Other duties as in accordance with the Constitution of the club.

#### 3.10.2 Vice President

- a) In the absence of the President, to chair all club Committee, General and Annual General Meetings of the club or society;
- b) To assist the President in coordinating the activities and administration of the club;
- c) To ensure that any motions made at any Meeting of the club or society are reflective of the constitution;
- d) To ensure that Arc is informed of any changes to the Executive;
- e) To liaise with fellow office bearers; and
- d) To assist the President in their duties wherever practical.

#### 3.10.3 Secretary

- a) To be responsible for receiving and replying to all correspondence on behalf of the club including but not limited to the email, Instagram messages and other social media channels or forwarding correspondence to the appropriate committee member organising the particular activity;
- b) To organise meetings, agendas (in consultation with the President), and minutes;
- c) To keep relevant club papers in order;
- d) To organise meetings and agendas (in consultation with the Executive)
- e) To write up notes from the weeking meeting and distribute them to the Executive and Committee at the conclusion of the weekly meeting.
- d) To coordinate elections.
- e) To maintain the membership list, updating when changes are made; and
- f) To plan internal bonding events that foster inclusivity with the help of the Grievance Officer.

#### 3.10.4 Treasurer

- a) To keep and maintain all club financial records.
- b) To hold petty cash tins
- c) To keep the club informed of its financial position (at meetings, through regular email reports, or regular newsletters);
- d) To carry out financial transactions as directed by the club management;
- e) To not lend money, under any circumstances to themselves, 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 not put the club in debt that cannot be repaid, but should endeavour 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 always provide a description and reference on any internet banking or app banking payments made.

- j) To always provide a receipt to a person who gives money to the club for any reason and bank all money received IMMEDIATELY;
- k) To ensure the Club has at least two and not more than three signatories who are Executive members.
- l) To ensure that club funds are not misused at any time; and
- m) To ensure that when smaller amounts of money are spent (petty cash) a receipt or docket must be obtained;
- n) To ensure that under no circumstances are any expenses to be met without documentation.

#### 3.10.5 Arc Delegate

- a) To be aware of the Arc funding system, its requirements and its possibilities for the club;
- b) To communicate with the Executive before and after each Arc Clubs Briefing to pass on information (about grants etc);
- c) To liaise with Arc and the club's Executive;
- d) To have a good working knowledge of Arc forms;
- e) To collect mail on behalf of the Club from the Arc Clubs Space at least every two weeks; and
- f) To attend Arc Clubs Briefings or nominate a fellow club member to attend on their behalf, or send apologies in advance (taking the form of an email detailing their name, club, and the date of the meeting they cannot attend);

#### 3.10.6 Grievance Officer

- a) To receive complaints and grievances relating to the Club;
- b) To investigate grievances (where necessary) and resolve grievances or make recommendations to the Club Executive on the resolution of grievances;
- c) To act in a fair, ethical and confidential manner in the performance of their duties, and pass on their responsibilities for specific grievances to other Club Executives if they cannot act impartially.
- d) To notify those involved of the outcome of the grievance; and
- e) To help plan the internal bonding events that foster inclusivity with the help of the Secretary.

## 4 Directors

4.1 The directors will be chosen by the Executive based on an application and interview process by a unanimous vote.

4.2 Duties of the following Director positions shall include but not be limited to:

#### 4.2.1 Events Director x2

- a) To plan and execute events that help UNSW Indian Society meet its aim of creating a community with the help of their Subcommittee and the Executive

- b) To communicate and liaise with the Executive regarding areas such as financial payments for the events and online registration forms, and ensuring the events run smoothly on the day.
- c) To ensure all events run are in accordance with the values of UNSW Indian Society.

#### **4.2.2 Media Director**

- a) To be responsible for the media and marketing of UNSW Indian Society
- b) To handle the social media posts and stories on behalf of the UNSW Indian Society
- c) To work with their Subcommittee to plan, create and post on the social media pages, including but not limited to Instagram, Facebook and TikTok.
- d) To ensure a fair inclusion of all cultures and people involved in the media/marketing posts and ensure all posts match the UNSW Indian Society values.

#### **4.2.3 Cultural Director**

- a) To be responsible for the cultural activities conducted by UNSW Indian Society including but not limited to, Junoon dance, singing and drama performance.
- b) To ensure the inclusion of all types of talents and cultures within the cultural area of UNSW Indian Society.

#### **4.2.4 Sponsorship Director**

- a) To source various companies that are suitable and align with the values of both the events and UNSW Indian Society.
- b) To communicate with both potential sponsors and the rest of the exec and committee and ensure conditions are being met.
- c) To draw up legally correct and abiding contracts for potential sponsors and ensure fairness by both parties.

## **5 Committee**

- 5.1 The committee will consist of 2 teams: Media and Events.
- 5.2 The selection process will consist of an application and interview.
- 5.3 The number of committees chosen for each team is at the discretion of the Directors responsible.
- 5.4 The committee will be responsible for tasks allocated by their Director.
- 5.5 The committee is responsible for completing at least 20 hours of work in their term in order to receive AHEGS.

## **6 Meetings**

### **Annual General Meetings**

- 6.1 There shall be one Annual General Meeting every calendar year which will be held online.
- 6.2 Notice in the form of an agenda for the Annual General Meeting shall be no less than seven (7) days, and is to be:
  - 6.2.1 Given in writing to Arc;
  - 6.2.2 Given in writing to all club members, or upon approval by Arc displayed in a way that will guarantee an acceptable level of exposure among club members.
- 6.3 Quorum for the Annual General Meeting shall be **fifteen members** or one-half of the club membership, whichever is the lesser.
- 6.4 At an Annual General Meeting:
  - 6.4.1 Reports shall be presented by at least the President and the Treasurer;
  - 6.4.2 Full financial reports shall be presented and adopted;
  - 6.4.3 Elections for a new Executive shall be conducted; and
  - 6.4.4 Constitutional amendments and other motions on notice may be discussed and voted upon.
- 6.5 Full minutes of this meeting, including a list of the new Executive, written financial reports, and constitutional amendments, shall be forwarded to Arc within fourteen (14) days of the meeting.
- 6.6 AGM processes for Elections and campaigning must be adhered to in order to ensure fairness to all candidates. These are:
  - 6.6.1 Candidates must ensure that they act respectfully towards other candidates at all times.
  - 6.6.2 Public and private social media campaigns are allowed but candidates must ensure they do not use this to degrade opponents.
  - 6.6.3 Official UNSW Indian Society channels are not allowed to promote individual candidates
  - 6.6.4 Candidates may endorse and promote themselves but cannot endorse any other candidates or run on a 'ticket' involving a group of candidates supporting each other in running for a set of positions.
  - 6.6.5 Candidates are not allowed to enlist third parties to publish content that violates the outlined rules.
  - 6.6.6 Content for campaigns must be reviewed by a minimum of 2 moderators before it is published on any social media.
  - 6.6.7 There is a zero-tolerance policy for any candidates who break the mentioned rules. This will result in an immediate disqualification. If candidates are able to prove they have not violated a rule or have unintentionally done so, they, at the discretion of the moderators, may be allowed ONE strike before disqualification.
  - 6.6.8 Three impartial moderators will be assigned to moderate the campaign material and processes. They will be added to campaign pages and will be tagged in all media posts conducted by campaigns.
  - 6.6.9 All candidates must attend the AGM in order to be eligible for the role they are voted in as.

## **Extraordinary General Meetings**

- 6.7 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 4.8.

- 6.8 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.
- 6.9 To petition for an Extraordinary General Meeting, fifteen (15) members or half of the club membership, whichever is the lesser, must petition the Executive in writing.
- 6.10 Such a petitioned meeting must be held within twenty-one (21) days, but no sooner than seven (7) days.
- 6.11 There shall be other general meetings of the club as the Executive sees fit.

## **Meetings**

- 6.12 General requirements for all meetings are as follows:
  - 6.11.1 All voting at meetings shall be with a simple majority required for a resolution to be passed;
  - 6.12.2 Each member is entitled to one vote;
  - 6.12.3 Proxies shall be allowed in meetings and the procedure shall comply with the requirements of Arc;
  - 6.12.4 In the case of equality of voting the President shall have a casting vote;
  - 6.12.5 Elections for Executive shall use the "first past the post" system;
  - 6.12.6 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting;
  - 6.12.7 Constitutional changes passed at an Annual or Extraordinary General Meeting must be approved by Arc for the Club to remain affiliated with Arc.

## **7 Finance**

- 7.1 The club shall hold an account with a financial institution approved by Arc.
- 7.2 The Executive must approve all accounts and expenditures for payment.
- 7.3 All financial transactions shall require two signatures of members of the Executive.
- 7.4 The club shall nominate three members of the Executive as possible signatories for the account, one of which must be the club Treasurer.
- 7.5 The financial records of the club shall be open for inspection by Arc at all times.

## **8 Dissolution**

- 8.1 Dissolution of the club will occur after the following conditions have been met:
  - 8.1.1 An Extraordinary General Meeting is petitioned in writing as set out in 5.8;
  - 8.1.2 Procedures for notification as set out in 5.2 are followed, and the reasons for the proposed dissolution are included with the notification to Arc;
  - 8.1.3 Quorum for the meeting to dissolve the club shall be twenty (20) members or three-quarters of the club membership, whichever is the lesser;
  - 8.1.4 No other business may be conducted at the meeting to dissolve the club;
  - 8.1.5 After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten minutes set aside for this purpose;
  - 8.1.6 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the club;



- 8.1.7 If the motion to dissolve is carried, Arc must be notified within fourteen (14) days.
- 8.2 Dissolution of the club will also occur if the club has been financially and administratively inactive for a period of eighteen (18) months.
- 8.3 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 prohibit 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, Arc will begin procedures to recover any property, money or records belonging to the club that it perceives would be useful to other Arc-affiliated clubs. The club will be given twenty-one (21) days to forward all relevant items to Arc before any action is instigated.
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