Tier 1 UNE Club Model Constitution.

The following pages are a model constitution for use by groups seeking recognition as a UNE Club through affiliation with UNE Life. Please note this is NOT for Sporting Clubs.

- In some situations, you may add to the constitution to suit the nature of your Club. However, you should seek collaboration with the UNE Life should you need to do this.

- You should not delete any part of the constitution that is not highlighted in yellow, as what is stated herein is the minimum required for recognition of your Club by UNE. Amendment to the constitution can only be done formally, at a General Meeting or AGM. Constitutional amendments do not become effective until ratified by UNE Life.

- Fill in the highlighted sections as you intend them to apply to your club. Where necessary, you may also need to delete certain given options that are highlighted. Figures and percentages given in the constitution are minimum standards, and may not be changed to smaller values.

- You will have to decide the types of membership clauses your Club will have and delete the irrelevant clauses.

- You may wish to add extra Committee positions, such as Publicity Officer, Activities Officer, Environment Officer, and duty statements for those positions.

- Additional positions or requirements should reflect the capacity of your club and your intended activity. Avoid "over-constituting" requirements.

- UNE Life is happy to advise you on any questions about adopting or amending a constitution.

For more information, send an email to ntroon2@une.edu.au.

Please ensure you update or delete any fields/words highlighted in yellow.

C&S Model Constitution

1. NAME

1.1. The name of the Club shall be [UNE Catholic Society]
(Hereinafter referred to as 'the Club')

2. AIMS

2.1. "The Club" is not-for-profit; meaning: the assets and income of the Club shall be applied solely in furtherance of the aims of the Club and no portion shall be distributed directly or indirectly to the members of the Club except as bona fide compensation expenses incurred on behalf of the Club

2.2. The aims of the Club shall be to:

2.2.1. To provide fellowship for students on campus, where students can get to know each other.
2.2.2. To provide a space where students can learn about the Catholic faith.
2.2.3. To provide an opportunity for students to encounter God.

2.3. The Club will undertake the following activities to achieve its aims:

2.3.1. Outreach to students – the Club members will engage in regular outreach to students, seeking to meet and engage with students.
2.3.2. Providing a formation – the club will seek to regularly provide opportunities for formation on the Catholic Faith.
2.3.3. Prayer on campus – the club will seek to find ways to invite students to pray on campus, as well as promoting other times of prayer, for example Mass at the Cathedral.
2.3.4. Fellowship – the club will seek to provide opportunities for students to have fellowship and make friends.

3. MEMBERSHIP

3.1. Student Membership (for club to consider – examples include; paid members, students of the University of New England, etc.)
Students who are currently enrolled to study at the University of New England shall be eligible for *Student Membership* of the Club. Any *Student Member* shall hold one vote at all meetings and elections of the Club at which they are present.

3.2 Staff Membership
Staff members who are currently working at the University of New England shall be eligible for *Staff Membership* of the Club. Any *Staff Member* shall hold one vote at all meetings and elections of the Club at which they are present.

3.3 Associate Membership (for club to consider – examples include non-students, non-paid memberships, etc)
Associate Members are not eligible to hold Executive positions, vote in elections or vote at meetings of the Club.

3.2. The Club may levy fees on members. The amount of such fees shall not be excessive.

4. THE EXECUTIVE

4.1. The Club shall have an Executive consisting of:

4.1.1. President *(Required)*
4.1.2. Secretary *(Required)*
4.1.3. Treasurer *(Required)*

4.2. Executive shall have power to manage the Club in accordance with this Constitution.

4.3. Attendance of *Executive Members* at Student and General Meetings is obligatory. Any Executive Member who does not attend three consecutive meetings without leave can be dismissed from the Executive by a two-thirds majority vote of those *Student and staff Members* in attendance at an Ordinary Meeting.

5. DUTIES OF EXECUTIVE MEMBERS [DETAIL EVERY EXECUTIVES' DUTIES]

5.1. The President shall:

5.1.1. Plan the Club's activities in consultation with the Executive.
5.1.2. Liaise with the Executive and any Committees formed by the Club.
5.1.3. Ensure an adequate handover, including any documents and materials, to the following Executive.

5.2. The Treasurer shall:

5.2.1. Maintain the Club's finances in accordance with the UNE Club Rules & Regulations
5.2.2. Present to the Annual General Meeting of the Club, a report detailing the financial activity and status of the Club.
5.2.3. Ensure an adequate handover, including any documents and materials, to the following Executive.

5.3. The Secretary shall:

5.3.1. Conduct the correspondence of the Club.
5.3.2. Book meeting rooms for the Club.
5.3.3. Keep minutes of the proceedings of all Club meetings.
5.3.4. Maintain the records and documents of the Club.
5.3.5. Maintain a list of current Members of the Club.

6. ORDINARY MEETINGS

6.1. Ordinary Meetings shall be called by the President, Secretary, or by the Secretary forthwith upon receipt of the written application of at least twenty percent (20%) of the *Student Members* of the Club.

6.2. At least three **(3) clear days notice of the time and place of an Ordinary Meeting shall be given by a mail-out to all Members (a mail-out is understood** to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.

6.3. The President shall chair Ordinary Meetings. In the absence of the President, another *Executive Member* shall chair the Meeting.

6.4. Quorum at Ordinary Meetings shall be **five (3) *Student*** *Members* if the Club's current membership is no greater than seventy (70) *Student Members*, or ten (10) *Student Members* if the Club's membership is greater than seventy (70) *Student Members*. Quorum must include not less than **two (2) *Executive Members***.

6.5. The agenda for an Ordinary Meeting shall include:
6.5.1. Apologies and leaves of absence
6.5.2. Minutes of the previous meeting
6.5.3. Correspondence
6.5.4. Reports of *Executive Members*
6.5.5. General Business

6.6. An Ordinary Meeting of the Club has power to carry motions relating to the affairs of the Club by a simple majority vote of those members present and voting, including:

6.6.1. Giving direction to the Executive
6.6.2. Determining the use of the finances and other assets of the Club
6.6.3. Instituting Committees for any purpose of the Club and co-opting Club members onto any Committee
6.6.4. Dismissing Executive Members under 4.3 of the Constitution

7. GENERAL MEETINGS

7.1. The Club shall hold General Meetings as required during a teaching period that is appropriate to the Club's Membership.

7.2. The Secretary may at any time, for any worthy purpose, call a General Meeting, and shall do so forthwith upon receipt of the written application of twenty percent (20%) of *Student Members* of the Club stating the purposes for which the meeting is called. The business debated at a General Meeting shall be confined to the purposes named in the notice.

7.3. Except as provided in Clause 8, the Secretary shall give at least seven (7) clear days notice of the time and place of a General Meeting through a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.

7.4. The agenda for a General Meeting shall include:

7.4.1. Opening and welcome
7.4.2. Apologies and leaves of absence
7.4.3. Minutes of the previous meeting
7.4.4. Business arising from the minutes
7.4.5. Correspondence
7.4.6. Motions on notice
7.4.7. Reports of *Executive Members*.
7.4.8. Other reports
7.4.9. General business
7.4.10. Date of the next meeting

7.5. A General Meeting of the Club has the same powers as an Ordinary Meeting, and may also carry the following motions on notice relating to the affairs of the Club by a two-thirds majority vote of those members present and voting:

7.5.1. Filling vacancies on the Executive
7.5.2. Repealing motions and the effect of motions carried at an Ordinary Meeting
7.5.3. Amending the Constitution
7.5.4. Dismissing *Executive Members* for reasons other than that in 4.3 of the Constitution, provided that the *Executive Member* is given reasonable right of reply
7.5.5. Dissolving the Club.

7.6. No item of business is to be transacted at a General Meeting unless a quorum of members entitled under this constitution to vote, is present during the time the meeting is considering that item.

8. ANNUAL GENERAL MEETING

8.1. The Club shall hold an Annual General Meeting annually in the month of **August OR September OR October** *(select one option – this applies to new clubs only, existing clubs may retain their current AGM month)*

October

8.2. The Annual General Meeting shall be convened for the following purposes:

8.2.1. To receive a report and statement of accounts for the preceding financial period
8.2.2. To elect an Executive for the ensuing term
8.2.3. To transact any other business, notice of which shall be duly submitted to the Secretary

8.3. The Secretary shall give at least fourteen (14) clear days notice of the time and place of the Annual General Meeting through a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.

8.4. The Annual General Meeting shall be chaired by the President or an *Executive Member* not standing for election to any position.

8.5. The agenda for the Annual General Meeting shall include:

- 8.5.1. Opening and welcome
- 8.5.2. Apologies and leaves of absence
- 8.5.3. Minutes of the previous meeting
- 8.5.4. Business arising from the minutes
- 8.5.5. Correspondence
- 8.5.6. Motions on notice
- 8.5.7. Annual Reports
  - 8.5.7.1. President
  - 8.5.7.2. Treasurer
  - 8.5.7.3. Secretary
  - 8.5.7.4. Other Executive Members
- 8.5.8. Election of the Executive
- 8.5.9. General business

8.6. No item of business is to be transacted at a General Meeting unless a quorum of members entitled under this constitution to vote, is present during the time the meeting is considering that item.

9. **QUORUM AND ADJOURNMENT OF GERNAL AND ANNUAL GENERAL MEETINGS**

9.1. Quorum will be three (3) members (being members entitled under this constitution to vote at a General Meeting). Members participating via live video or audio link are considered to be in attendance for the purpose of a quorum.

9.2. If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting is to be adjourned for a future time and Members must receive written communication of details of the future General Meeting.

9.3. If at the adjourned General Meeting a quorum is not present within half an hour after the time appointed for the commencement of the adjourned General Meeting, the members present (**being at least 3)** are to constitute a quorum.

9.4. The Chair of a General Meeting at which a quorum is present may, with the consent of the majority of Members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

9.5. If a General Meeting is adjourned for 14 days of more, the Secretary must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date, and time of the meeting and the nature of the business to be transacted at the meeting. =

10. **ELECTIONS**

10.1. The Executive shall be elected annually at the Annual General Meeting.

10.2. Only ***Student Members*** shall be eligible to be candidates for election or to vote in the election.

10.3. The term of the Executive shall commence immediately following the close of the Annual Election Meeting and conclude at the close of the Annual Election Meeting in the following year.

10.4. The Secretary shall give at least fourteen (14) clear days notice of the time and place of the annual elections through a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.
The notice shall state:

10.4.1. The day on which nominations open, which day shall be at least fourteen (14) clear days before the day of the elections;
10.4.2. The day and time on which nominations close, which shall be no later than the time of the meeting at which the elections are to occur;
10.4.3. The time, date and venue of the election;
10.4.4. That only *Student and staff Members* shall be eligible to be candidates for election or to vote.

10.5. In order to stand for election, nominees must accept nomination.

10.6. Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Returning Officer. The Returning Officer shall be charged with the conduct of the election, and may appoint suitable persons, not being candidates for election, as Deputy Returning Officers.

10.7. The Director of UNE Life shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.

10.8. Voting shall be by secret ballot, and shall be First Past the Post.

10.9. The General Body of the Club may, in a General Meeting, elect any *Student and staff Member* of the Club to fill any casual vacancy that may occur in the Executive. (A casual vacancy occurs when an Executive Member is dismissed from the Executive or resigns before the term of office has expired.)

11. ALTERATION TO THE CONSTITUTION

11.1. This Constitution may be amended by a two-thirds majority of those *Student Members* in attendance at any General Meeting, provided that:

11.1.1. Written notice of proposed changes has been given to the Secretary not less than seven (7) clear days before such a meeting,
11.1.2. Said changes do not contravene UNE Club Rules & Regulations or the University of New England policies,
11.1.3. The Secretary has given at least seven (7) clear days notice of those proposed changes to all Members through a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.
11.1.4. A copy of the amended constitution, and minutes of the meeting at which the amendments were made, are presented to UNE Life Student Experience within fourteen (14) days of the meeting,
11.1.5. UNE Life Student Experience receive the amendments and the amendments are ratified by UNE Life

11.2. Constitutional amendments do not become effective until approved by the Board of UNE Life.

12. ASSETS AND FINANCES

12.1. All property of the Club shall be vested in the Executive, and shall be dealt with in such manner as directed by the Club in an Ordinary Meeting.

12.2. The Club shall maintain a bank account.

12.3. The Club bank account will have a branch located in the city of Armidale, NSW, Australia.

12.4. All payments of the Club shall be by Electronic Funds Transfer or cheque, signed by at least two members of the Executive, one of whom must be the Treasurer.

12.5. The finances of the Club shall be maintained in accordance with the UNE Club Handbook for Treasurers and be submitted to UNE Life Student Experience, annually, for the purposes of re-affiliation.

12.6. Notwithstanding anything contained in this Constitution, all assets and funds of the Club shall be used solely to further the Objects of the Club and no portion of those funds shall be paid or distributed to members of the Club except as compensation for out-of-pocket expenses.

13. DISSOLUTION

13.1. The Club may be dissolved by resolution of a two-thirds majority vote of those members present and voting at a General Meeting. If on the dissolution there remain any monies or property, they shall be held in trust with UNE Life for a period of two (2) years, after which time the funds will be reallocated to other student services within the University.

13.2. The Secretary shall give at least fourteen (14) clear days notice of the time and place of such a General Meeting through a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.

14. **INACTIVITY**

14.1. The Club shall be deemed inactive after any continuous 18 month period in which the Club does not hold any events or engage in financial activity. If upon inactivity there remains any monies or properties, they shall be held in trust with UNE Life for a period of three (3) years, and will be returned to the Club should it reform. After three (3) years, funds will be reallocated to other student services within the University.

15. RECOGNITION & AFFILIATION

15.1. The Clubs is permitted to use the name 'UNE' or 'University of New England' as well as branding of the University as long as it remains affiliated with UNE Life
15.2. The Club shall comply with all requirements of UNE Club Rules Regulations and The University of New England for recognition as a registered Club of The University of New England
15.3. The club must, within 14 days of the Annual General Meeting, provide a completed Affiliation Form, as well as any required documents as detailed in the UNE Life Club Affiliation process, to UNE Life Student Experience
15.4. The club's affiliation with UNE Life may be cancelled if the club is in breach of UNE Club Rules & Regulations, University of New England policy or if they are unable to maintain the minimum requirements for a UNE Club

This Constitution was adopted on the 31___ day of ___January____, 2026_.

President's Signature



Secretary's Signature

