**USQ Student Club**

**Constitution [template]**

**1. Definitions**

**Annual General Meeting** – a meeting of the Club held in accordance with Clause 6.1.

**Associate Member** – any member of the Club who is not a Staff Member or Student Member.

**Club** – shall be used to refer to either a Club or Society, the name of the Club or Society being set out in Clause 2.

**Club Contact** – a person who agrees to be, and who is determined at a properly constituted General Meeting of the Club to be, the primary contact for USQ, Members and the general public for matters relating to the Club.

**Equipment** – any equipment purchased by the Club.

**General Meeting** – a meeting of the Club held in accordance with Clause 6 including an Annual General Meeting (AGM) or Special General Meeting.

**Member** – an Associate Member, Student Member or Staff Member.

**Membership Period** – shall run from 1 January up to and including 31 December of the relevant year.

**Office holder** – Members (elected) responsible for leadership and management of the Club (together ‘Executive’).

**Policies** – all current policies published by USQ on its website from time to time, including without limitation the *Student Discipline Policy for General Misconduct* (as varied or replaced from time to time), together with the USQ Student Club Handbook and any written directions or guidelines issued by Student Life or other authorised USQ department from time to time in relation to the Club, or Clubs generally.

**USQ** – University of Southern Queensland.

**Special General Meeting** - a meeting of the Club at which Special Resolutions are decided.

**Special Resolution** – is a resolution required to change or affirm the Club’s Constitution or to bring the Club to an end and may be presented at a General Meeting (including an AGM).

**Student Member** – any member of the Club who is a current Enrolled Student (whether full-time or part-time) of the University of Southern Queensland as defined in the Policies.

**Staff Member** – any member of the Club who is a current staff member of the University of Southern Queensland.

**Student Life** – the USQ department assigned responsibility by USQ for the affiliation and management of USQ Clubs from time to time.

**2. Name**

2.1 The name of the Club shall be the

 USQ Club/Society

(insert club or society name, and strike out incorrect alternative)

**3. Aims and objectives**

3.1 The aims and objectives of the Club shall be:

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3.2Non-profit Clause

The assets and income of the Club shall be applied solely in furtherance of its abovementioned aims and objectives and no portion shall be distributed directly or indirectly to the Members of the Club except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.

**4. Membership and membership fees**

4.1 The Club’s membership fees shall be determined in a General Meeting and such membership fees set shall continue to apply for each year’s Membership Period until such time as the membership fees shall be further determined.

4.2 Payment of the appropriate membership fee for the type of member as at the time of payment shall entitle a person to be admitted as a Member of the Club for the selected Membership Period. On any change to the membership fees as determined for a Membership Period or the Member’s type of membership due to a change in a person’s status, Members shall pay to the Club within the due date on demand any additional monies owed for membership fees on a pro-rata basis for the balance of the relevant Membership Period between the membership fee they paid for that Membership Period and the applicable membership fee but the Club shall not be obliged to refund to any Member any part of the membership fees.

4.3 Each person admitted to membership shall be bound by the Constitution of the Club and the Policies.

**5. Termination of membership**

5.1 A person will cease to be a Member if:

1. they make false or inaccurate statements in their membership application;
2. the Club determines that they have acted in a manner that would contravene one or more of the Policies;
3. they fail to pay their appropriate membership fee or balance owed within the time specified for payment, or
4. they resign from the Club by written notice to the Club.

5.2 Before termination of membership under clauses 5.1(a)-(c), the Member must be given a reasonable opportunity to show why the membership should not be terminated.

**6. Meetings**

6.1 The Club must hold an Annual General Meeting each year for the purpose of appointing the Club Contact and such other office holders (such as a secretary or treasurer) (together ‘Executive’) as the Members may see fit. The Club Contact and any other office holders appointed will hold office from the meeting when appointed until the following Annual General Meeting, unless they resign or are removed from office in accordance with Clause 7.

6.2 A General Meeting may take place at any time and are called by written notice to the Members by the Club Contact or any other delegated Member and in default, by any remaining office holder or if none, then a Member. A General Meeting must be called if so requested by at least 50% of the Members.

6.3 Between 7 and 60 clear days’ notice of General Meetings must be given to all Members.

6.4 Members have the right to attend General Meetings, move motions and vote on resolutions.

6.5 Quorum is 30% of Members.

6.6 Subject to Clauses 7.5, 12.2 and 13.1, a resolution will be passed if it is approved by more than 50% of the Members present at a General Meeting at which a quorum is present.

6.7 The Club Contact or other delegated office holder must ensure that a written record is kept of all resolutions of Members in a General Meeting.

**7. Elections**

7.1 Nominations for Club Contact (and any other office holders) will be proposed and seconded by Members at the Annual General Meeting or in the case of resignation or removal from office and any replacement Executive in accordance with Clause 7, at a General Meeting.

7.2 Only Members are eligible to stand for office.

7.3 Elections will be conducted by ballot of Members present at the Annual General Meeting or other meeting as set out in Clause 7.1.

7.4 A Club Contact may resign at any time by written notice to any remaining Club office holder or in the event there are no office holders, then to another Club Member, and any other office holder may resign at any time by written notice to the Club Contact.

7.5 A Club Contact (or other office holder) will be removed from office if:

1. he or she ceases to be a Member; or
2. at least 75% of Members present at a General Meeting resolve to remove him or her from office, provided that the notice of the General Meeting outlined the intent to put this resolution to Members at that General Meeting.

**8. Administration**

8.1 The Club Contact is responsible for the management of the Club, although he or she may delegate to other Members such specific tasks as the Club Contact may deem appropriate from time to time. In managing the Club, the Club Contact must act in accordance with any resolution passed by the Members in a General Meeting.

8.2 The Club Contact must ensure that all Club events and activities are conducted in accordance with the Policies and that Members (and other persons) who fail to comply with the Policies are excluded from the relevant event or activity. For the purposes of this Clause 8.2, where an event or activity occurs off-site from USQ premises and a Policy relates only to conduct on USQ premises, the event or activity must be conducted in a manner that would accord with the relevant Policy were the event or activity be taking place on USQ premises.

**9. Finance**

9.1 All Club expenditure must be approved by a resolution of the Members in a General Meeting at which a quorum is present.

9.2 The Club may open and operate bank accounts with such financial institutions as it chooses, provided that all Club accounts must be dual signatory accounts, with one of the signatories including the Club Contact, and the signature required for any cheque or other financial transaction to include at least the Club Contact.

9.3 The Club Contact or other delegated office holder must ensure that proper accounts are maintained recording all Club income and expenditure.

**10. Dissolution**

10.2 A Club may be dissolved by a Special Resolution passed by at least 75% of Members in a General Meeting at which a quorum is present, provided that the notice of General Meeting outlined the intent to put this resolution to Members at that General Meeting.

**11. Changes to the Constitution**

11.1 This Constitution cannot be changed without:

1. a Special Resolution in favour of such pre-approved change passed by at least 75% of Members present in a General Meeting at which a quorum is present.

**12. Certification**

I certify that this is a true and correct copy of the latest Constitution of the
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (club name) as adopted at the
Annual / Special General Meeting of the Club held on the \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

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(Club Contact)