

CROMWELL COLLEGE STUDENTS’ ASSOCIATION CONSTITUTION

(“THE CONSTITUTION”)



12 October 2020

Cromwell College Student Association's Constitution

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Part 1 Preliminary

1 Association Name

- (a) The name of the association shall be the Cromwell College Students' Association, here-after referred to as the Association.

2 Interpretation of the Constitution

Throughout the Constitution and Regulations every word in the singular shall be construed as including the plural and every word in the plural shall be construed as including the singular.

3 Aims of the Association

- (a) The aims of the Association shall be –
 - (i) To serve and represent the members of the Association in all matters affecting their activities and interests;
 - (ii) To promote within the college a community spirit by means of social, cultural and sporting activities;
 - (iii) To correlate the interests of the members of the Association with the policy of the College; and
 - (iv) To regulate college policy and take responsibility for maintaining college discipline insofar as it is within its power to do so.
- (b) The Association shall not adopt aims or objectives, which would bring it under the jurisdiction of the University of Queensland Sports Association (UQ Sport).
- (c) The assets and income of the Cromwell College Students' Association shall be applied solely in furtherance of the above-mentioned objectives, and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

Part 2 Membership

4 Membership Classes

(a) The membership of the Association shall consist of:

- (i) ordinary members;
- (ii) probationary members;
- (iii) associate members;
- (iv) life members;
- (v) honorary members;
- (vi) ex-officio members.

(b) The number of members in all classes shall be unlimited.

5 Membership of the Association

(a) All resident members of the College, except the Principal and their family and the Deputy to the Principal and their family, Student Advisors and any other staff members, shall be members of the Association.

(b) The Executive Committee must keep a register of members of the association

(c) The register must include the following particulars for each member –

- (i) The full name of the member;
The postal or residential address of the member;
- (ii) The date of admission as a member;
- (iii) any other particulars the management committee or the members at the general meeting decide

6 Probationary Members

(a) A resident of the College shall be a Probationary Member for their first four calendar months of residence. Probationary Members are ineligible to vote on matters affecting the Constitution, Regulations or the membership of the Executive Committee.

(b) A Probationary Member shall then be become an Associate Member for eight calendar months. An Associate Member is unable to vote on matters concerning the membership rights and obligations of Associate and Probationary Members as contained in this Constitution and Regulations

7 Life Members

- (a) The Ordinary Members of the Association in General Meeting may, by three-quarters majority, appoint Life Members. Nominations for Life membership of the Association shall be moved by two Ordinary Members of the Association, and notice to that effect placed on the Association Notice Board at least seven calendar days before the date of the next General Meeting of the Association.
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- (b) To qualify for Life Membership, the prospective Life Member must-
- (i) be a past or present Ordinary Member of the Association for a period of not less than two years;
 - (ii) have contributed to the advancement and betterment of the Association in an outstanding manner; and
 - (iii) accept nomination as a Life Member.
- (c) A Life Member shall have no right to vote, hold office within the Association or nominate a person for office within the Association.

8 Honorary Members

- (a) The Ordinary Members of the Association in General Meeting may, by three-quarters majority, appoint Honorary Members. Nominations for Honorary membership of the Association shall be moved by two Ordinary Members of the Association, and seconded by two Ordinary Members of the Association, and notice to that effect placed on the Association Notice Board at least seven calendar days before the date of the next General Meeting of the Association.
- (b) To qualify for Honorary membership, the prospective Honorary member must: -
- (i) have contributed to the advancement and betterment of the Association in an outstanding manner; and
 - (ii) accept nomination as an Honorary member.
- (c) An Honorary Member shall have no right to vote, hold office within the Association or nominate a person for office within the Association.

9 Particulars of Membership

- (a) The Assistants to the Principal shall be ordinary members of the Association and shall be able to hold an executive office within the Association or nominate a person to a position within the Association or move motions at any General Meeting
- (b) All other members of the Association shall be Ordinary Members.
- (c) The Executive may not reject the application of persons for admission to Probationary, Associate, Ordinary or Ex-officio membership if they so qualify under the provisions of this Constitution.
- (d) The Association shall have no less than thirty financial members.

Part 3 Conduct of General Meetings

10 The Provision of Meetings

- (a) There shall be an Annual General Meeting held within 3 months of the end of financial year.
- (b) A General Meeting shall be held at least twice each semester.
- (c) The Executive shall have power to call a Special General Meeting at any time.
- (d) Notice of any Meeting shall be posted at least five days prior to such a Meeting.
- (e) An Extraordinary General Meeting may be called at any time, on a minimum of twelve members petitioning the President who shall be obliged to call such a meeting within seven days of the petitioning. Should the President fail to call such a meeting, the petitioners may call such a meeting themselves on a further seven days notice, subject to the usual conditions of a quorum and electing from among themselves a chairperson.
- (f) The quorum for any meeting, including one where constitutional amendment are voted upon, shall be one half of the total membership of the Association. The meaning of total membership of the Association includes only those that are eligible to vote. This is the situation throughout the constitution wherever voting is mentioned.
- (g) Subject to clause 10(e), the President, or a person nominated by the Executive Committee, shall chair every meeting of the Association.

(h) Non attendance to any General Meeting without apology will result in a monetary fine being imposed, the amount being determined by the Executive and going towards the Association funds.

11 Voting At a Meeting of the Association

(a) At every meeting of the Association or its committees, all motions shall be decided by a majority vote, the chairperson in all cases being entitled to vote. In the event of the vote being equal the vote will be recounted.

(b) All questions at a General Meeting shall be decided by a show of hands except when a ballot is demanded by any ten members of the Association present at the meeting in which case the question shall be decided by ballot.

(c) All questions at a committee meeting shall be decided by a show of hands except when a ballot is demanded by any member of the committee present at the meeting in which case the question shall be decided by ballot.

(d) In all elections involving preferential voting, if two or more candidates have the same number of votes after the counting of preferences, a count back of preferences shall be held.

Part 4 The Association Executive Committee

12 Formation and Membership of the Executive

(a) The Executive shall consist of the following honorary office bearers:

- (i)** President;
- (ii)** Vice-President/Fundraising Officer;
- (iii)** Treasurer;
- (iv)** Secretary;
- (v)** Two Sports Convenors (one male and one female);
- (vi)** Social Convenors (two or three);
- (vii)** Cultural Convenor;
- (viii)** Media Representative; and an
- (ix)** ICC Representative

(b) The members of the Executive Committee shall change over office for the period from after the Annual General Meeting at which they are elected but before the end of the University year.

(c) Members of the Executive shall be elected at the Annual General Meeting. Absentee votes may be lodged prior to the Annual General Meeting with the Secretary by those unable to attend.

- (d) Voting for the Executive shall be secret, voluntary and preferential.
- (e) Nominations for the Executive shall be signed by the nominee, and handed to the Secretary at least seven clear days before the day of the meeting at which the elections are to be held. The Secretary shall post nominations on the Association notice board within twelve hours of the nomination being received.
- (f) A member shall not hold more than one position on the Executive at one time.
- (g) All members of the Executive shall be required to read the Constitution
- (h) Applicants will be restricted to a maximum of one nomination for one position on the executive.
- (i) If a candidate is uncontested for a position on the Executive, the applicant must receive above 50% of association member votes.
- (j) If an uncontested candidate does not receive above 50% of association member votes, nominations will be open to the floor. If no new nominations are made at the AGM, nominations will reopen the following day for the duration of one week. A Special General Meeting must be held within a fortnight for election of that position.

13 Resignation or Removal of Executive Members

- (a)(i) Where a member of the Executive Committee-
 - (a) resigns;
 - (b) is removed from office; or
 - (c) where it is otherwise from time to time necessary for the functioning of the Association,the Executive may appoint any member of the Executive to act in the role of another member of the Executive. Such an appointment may be terminated at any time.
- (ii) The Executive Member so appointed may exercise the powers of the office appointed to as fully and amply as they might if they had been elected to that office by any General Meeting, except that they shall not have the power to sign cheques unless the member already held that power.
- (iii) The appointment may be terminated at any time by the Executive, but in any case, shall not endure beyond the lesser of-
 - (a) fourteen days; or
 - (b) the election of a person to fill the position by a Special General Meeting of the Association.

- (b)(i)** Where a member of the Executive-
- (a)** resigns;
 - (b)** is removed from office; or
 - (c)** where it is otherwise from time to time necessary for the functioning of the Association,
- the Executive may appoint any Ordinary Member of the Association to be an acting member of the Executive. Such an appointment may be terminated at any time.
- (ii)** An acting member of the Executive does not have the right to vote at meetings of the Executive, or to sign cheques.
- (iii)** In all other respects the acting member of the Executive may exercise the powers of the office as fully and amply as they might if they had been elected to that office by any General Meeting.
- (iv)** The Appointment of an acting member of the Executive shall not endure beyond the lesser of-
- (a)** fourteen days; or
 - (b)** the election of a person to fill the position by a Special General Meeting of the Association.
- (c)** In the event that a member of the Student Executive is removed or resigns after the commencement of second semester, the Student Executive is able to use their discretion to determine whether the position needs to be reappointed.

14 ICC Executive Membership

- (a)** An ICC Executive Member shall be elected to fill the role as allocated to the Cromwell College Students' Association.
- (b)** This position will be elected at the Annual General Meeting of the Association in the same manner as that of the positions for the Executive set out by Clause 13.
- (c)** A candidate must fill the criteria of the ICC Constitution.

15 Function of the Executive

- (a)** The Executive Committee shall have the general control and management of the administration of the affairs, property and funds of the club, subject to this Constitution and subject to the resolutions of the members as passed at any meeting.
- (b)** The Executive Committee shall provide for the safe custody of books, documents and seal of the Association.

- (c) Subject to this Constitution the Executive Committee may meet together and regulate its proceedings, as it thinks fit.
- (d) Should there be an equal decision of opinion within the Executive, the vote will be recast till a positive decision can be made.
- (e) In the event that the President is unable to perform duties, full Presidential powers shall be vested in the Vice-President/Fundraising Officer, who shall then be called the Acting-President.
- (f) In the event of a general vacancy occurring within the executive, a Special General Meeting shall be called for the purpose of filling the vacancy.
- (g) The Executive shall meet at least fortnightly.
- (h) The President may call an executive meeting at any time by notice in writing given to the members of the executive at least three days before the meeting. Notice of the meeting shall clearly state the nature of the business to be discussed.
- (i) A Special meeting of the Executive shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the Executive Committee. The requisition is to clearly state the reasons why the special meeting is being convened and the nature of the business to be transacted. The meeting shall occur within seven days of the receipt of the requisition and three days notice of the meeting shall be given to all members of the Executive.
- (j) The quorum for meetings of the Executive shall be half the members of the Executive.
- (k) All acts done by any meeting of the Executive or by persons acting as a member of the Executive shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member, or that the members of the Executive or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Executive.
- (l) The assets of the Association are to be used to indemnify members of the Executive and other office bearers for all debts and liabilities arising out of the exercise of their powers in accordance with the Constitution and Regulations of the Association, even if such a debt or liability arises due to the negligence of the member.
- (m) A flying minute signed by all members of the Executive shall be as valid and effectual as if it had been passed at a meeting of the Executive duly convened and held.

(n) Any such resolution may consist of several documents in like form, each signed by one or more members of the Executive.

16 Executive Meeting Minutes

(a) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every executive committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any member who previously applies to the secretary for that inspection.

(b) For the purposes of ensuring the accuracy of such minutes, the minutes of every Executive Committee and General Meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Executive Committee and General Meeting verifying their accuracy.

(c) However, the minutes of any Annual General Meeting shall be signed by the chairperson of the next succeeding General Meeting.

Part 5 Student Association Committees

17 The Shop Committee

(a) A Shop Committee consisting of no greater than five members shall be elected at the Annual General Meeting.

(b) Voting for the Shop committee shall be secret, voluntary and preferential.

(c) Nominations for the positions created by this clause shall be signed by two members of the Association, counter signed by the nominee, and posted on the Association notice board two clear days before the election.

(d) The term of the Shop Committee shall be the same as that of the Executive.

(e) Members of the Shop committee are entitled to give a written proxy vote to another member of that committee.

(f) A separate cheque account with the Commonwealth Bank shall be opened called "The Cromwell College Students Association Shop Account". Cheques on the account shall require the signature of-

- (i) any two members of the Shop committee; or
- (ii) the Association treasurer and a member of the Shop Committee.

18 The Fundraising Committee

- (a) The Vice-President/Fundraising Officer shall be the head of the fundraising committee.
- (b) A Fundraising Committee consisting of no greater than five members excluding the Vice-President/Fundraising Officer shall be elected at the first Ordinary General Meeting of the year.
- (c) The Fundraising Committee shall be under the supervision of the Executive and be required to give regular reports to the Association.

19 Appointment of Specialized Committees

- (a) The Association may in General Meeting form any committees as it may think fit, and may appoint such members as it thinks fit to the committees.
- (b) The term of the committees shall be from the date of appointment until 30 November in the year of appointment.
- (c) Members of Committees are entitled to give a written proxy vote to another member of that committee.

Part 6 Non-Executive Association Positions

20A Sporting Convenors

- (a) There shall be a convenor for each official college sport elected at the last General meeting of the preceding semester.
- (b) To be elected as a Sports convenor, a student must:
 - (i) Be in their second year and;
 - (ii) Have participated in the sport they are nominating for; or otherwise have some experience in the sport. If no one with such qualifications nominates, the nominations will open to all second years.
- (c) The Executive Sporting Convenor may place a limit on how many people may nominate in one group to convene any activity.
- (d) Each Sports convenor shall select the team for that sport and shall be responsible for the equipment pertaining to that sport. At the beginning and end of each year the convenor is to provide a written report of all equipment pertaining to that sport to the Sports Convenors of the Executive. The Sports Convenor is to ensure that all equipment is accounted for. If a sporting kit is returned with missing equipment, both

the convenors and relevant participants will receive a monetary fine, the amount being determined by the Executive and going towards the Association funds.

20B Cultural Convenors

- (a) There shall be a convener for each official college cultural activity at the last General meeting of the preceding semester.
- (b) Each cultural convener shall select the participants for that activity and shall be responsible for any equipment used.
- (c) To be elected as a Cultural convener a student must:
 - (i) Be in their second year and;
 - (ii) Have participated in the activity they are nominating for; or otherwise have some experience in the activity. If no one with such qualifications nominates, the nominations will open to all second years.
- (d) The Executive Cultural Convener may place a limit on how many people may nominate in one group to convene any activity.
- (e) Each Cultural convener is responsible for any equipment pertaining to that activity. The Cultural convener is to ensure that all equipment is accounted for. If any equipment is missing at the conclusion of any activity, both the convenors and relevant participants will receive a monetary fine, the amount being determined by the Executive and going towards the Association funds.

21 Board of Governors Representative

- (a) Subject to the Constitution of Cromwell College, the President of the Association shall be a governor on the Cromwell College Board of Governors ex-officio.
- (b) Subject to the Constitution of Cromwell College, the Association at its Annual General Meeting shall elect a second member to serve as a governor of the Cromwell College Board of Governors.
- (c) Voting for the Student Governor shall be secret, voluntary and preferential.
- (d) Nominations for the position of Board of Governors Representative shall be signed by two members of the Association, counter signed by the nominee, and posted on the Association notice board two clear days before the election.

22 Electoral Officers

- (a)** The Executive shall be the Electoral Officers for all meetings and elections. They will count the votes for any electoral ballots conducted by the Association.
- (b)** The Electoral Officers may appoint such people to assist them in the performance of their duties as is considered necessary.
- (c)** The Electoral Officers shall inform the President of the results of all elections. The numerical results of a ballot for election to an office shall be recorded in the minutes.

Part 7 Finance

23 Association Accounts

- (a)** The financial year of the Association shall close on the thirty-first day of July in each year.
- (b)** The Treasurer shall be responsible for the Association funds, and shall present a statement in accordance with sub-clause (h) at the Annual General Meeting.
- (c)** A cheque account in the name of the Association shall be operated with any financial institution. The executive may authorize the opening of a cheque account with any financial institution, separate from the Associations general account, for a particular purpose.
- (d)** Any two of the following Office Bearers shall be required to sign for all withdrawals of money from the Associations General Account-
 - (i)** the President;
 - (ii)** The Treasurer; and
 - (iii)** The Vice President and any other person deemed appropriate
- (e)** Other accounts within the Association shall be operated upon by the Treasurer and Convenor of that particular area. In special circumstances the Executive may authorise an account to be operated on by the Convenor of that particular area and a nominated third person.

- (f)** All Association cheques shall be crossed not negotiable and shall be drawn to order.
- (g)** An auditor shall be selected by the Executive each year for the purpose of auditing the Association's financial affairs. Such appointment may be overridden by the Association in General Meeting. The Auditors Report shall be presented to the members of the Association at the Annual General Meeting.
- (h)** As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
- (i)** the income and expenditure of the Association for the financial year just ended; and
 - (ii)** the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of the year, such statement to be presented at the Annual General Meeting following the receipt of the Auditors report by the Treasurer.
- (i)** The Association in general meeting may by three quarters majority determine to accept a long term loan or debt. Such a loan or debt shall –
- (i)** be for no more than the sum specified in Regulation 11; and
 - (ii)** be for a period of no greater than five years.
- (j)** At the end of each month the Shop Committee and all persons authorised to operate special accounts shall present their books of account and financial records to the Treasurer for the purpose of inspection and verification.
- (k)** At the end of each quarter the Treasurer shall present the books of account and financial records of the Association to the Executive for the purpose of inspection and verification.
- (l)** The President and Vice-President/Fundraising Officer shall have the right to inspect all books of account and financial records at any time they think fit.
- (m)** Members of the Association who have paid for goods or services as requested by the Executive may seek reimbursement by:
- (i)** Retaining receipt(s) or evidence of expenditure; and,
 - (ii)** Submitting receipts to the Treasurer within 14 days of the day on which expenditure occurred, attached to a completed Association Reimbursement Form.
- (n)** Members of the Association who have paid for goods or services as requested by the Executive but fail to comply with the requirements listed in (m) will not be reimbursed.

(o) The Treasurer will provide an Association Reimbursement Form referred to in (m) which shall request information regarding expenditure as deemed necessary by the Treasurer at his/her discretion.

24 Savings Fund

The Association in General Meeting may, by a three quarter majority, decide to establish a special savings fund for a specific purpose. The general meeting can require the Association to contribute to this fund each year an amount not exceeding the figure set in Regulation 12 for a period not exceeding four years.

The fund shall mature at the sooner of:

- (i) the expiry of four years;
- (ii) upon the fund containing sufficient monies to carry out the required activity; or
- (iii) the unanimous vote of the Association in general meeting.

25A Membership Fees

(a) The membership fees for the ordinary, associate, probationary and ex-officio divisions of membership shall be the same and levied on a yearly basis.

(b) Life and Honorary members shall not be liable for membership fees.

(c) The membership fee shall be determined by the Executive.

(d) Subject to the agreement of the Cromwell College Board of Governors, Association Fees are to be included in the payment of College Fees. The Executive shall inform the Board in writing of the amount of the membership fee each year.

(e) The Executive shall have the power to impose a special levy to meet unforeseen liabilities of the Association, provided this levy is approved by no less than two-thirds of the members of the Association in General Meeting.

25B Fines

(a) Failure to perform certain duties as Student Association members, as prescribed under the Constitution will result in a monetary fine, such as:

(i) All ‘fresher’ students are required to attend clean-ups after social functions run by the Student Association. Failure to attend the clean-ups without an apology will result in a monetary fine.

(ii) In accordance with Part 10, all members of the Student Association are required to attend any General Meetings called by the Student Executive. Failure to attend these meetings without an apology will result in a monetary fine.

(iii) Upon the event of the Cromwell Bunker, when the Social conveners issue a notice that cars be removed from the Cromwell car park, students will have 24 hours from the notice being issued to relocate their vehicle. If they do not remove their vehicle from the car park within this time they will receive a monetary fine.

(iv) In accordance with Part 22, if sports kits are returned with missing equipment, both the conveners and the relevant participants of that sport will face a monetary fine.

(b) Apologies must be either handwritten or typed and handed to the Secretary before the prescribed deadline; unless an otherwise arrangement with the Secretary is made. Any other form of apology will not be accepted.

(c) The amount of the monetary fine is to be determined by the Executive and will go towards the Association funds.

(d) The fine must be paid to the Secretary before a ticket to the next Student Association run event may be purchased.

Part 8 Awards

26 Sporting and Cultural awards

The Association shall award sporting and cultural awards on the criteria of general participation in the sporting and cultural activities of the Association up to the day of the Sporting Awards Dinner and Cultural Awards Evening each year.

Part 9 Resignation or Removal from Office

27 Resignation and Removal of Officers

(a) Any office bearer or member of a committee may be removed from office by a resolution passed by not less than three-quarters of the total number of members of the Association at a Special General Meeting called for the purpose of considering such removal. Ten days notice of this meeting shall be given, such notice to contain a copy of the proposed resolution.

(b) An office bearer or member of a committee removed from office shall not be reinstated except by a resolution passed by not less than three-quarters of the total number of members of the Association.

(c) Any office bearer or member of a committee may resign their office by notice in writing addressed to the Secretary, and shall cease to hold office as from the day the notice is accepted at a meeting of the Executive.

(d) Any vacancy caused by the removal or resignation of an office holder or member of a committee shall be filled in accordance with the provisions governing election to that position.

Part 10 Matters of Discipline

28 Disciplinary Committee

(a) The disciplinary powers of the Association shall be vested in a Disciplinary Committee, which shall be constituted from time to time as necessary.

(b) The President and Vice-President/Fundraising Officer of the Association shall be the Arbitrators of the Disciplinary Committee. However, if the disciplinary action is against the President or the Vice-President/Fundraising Officer, a petition may be presented to any other two members of the Executive, who will then become the Arbitrators for this action.

(c) If a member:

- (i) fails to comply with any provisions of this Constitution; or
- (ii) conducts himself or herself in a manner considered to be injurious or prejudicial to the character, well being or interest of the Association, then an action may be brought for the consideration by the Disciplinary Committee by a petition to the Arbitrators signed by
 - (i) ten members of the Association; or

(v) by expelling a non-executive member from the Association.

(l) The Disciplinary Committee may recommend to a General Meeting of the Association that a member of the Executive be removed from office and/or expelled from the Association.

(m) Subject to Sub-Clause (j), the Proceedings of the Disciplinary Committee shall be completely confidential and no member of the Committee shall report or discuss the proceeding outside of sittings of the Committee, other than to the Arbitrators, who are also bound by this sub-clause.

(n) A resolution of the Committee to discipline a member must be passed by the committee by at least a five-two majority.

(o) The petitioners and the member(s) of the Association who are subject of the petition shall be informed of the decision of the Committee by the President in writing.

(p) The Executive shall implement the recommendation(s) of the Disciplinary Committee so far as it is within its powers to do so.

(q) The Arbitrators may not present evidence before the Disciplinary Committee.

(r) The subjects of the petition may submit an appeal to the Arbitrators after two days but within five days of being informed in writing of the decision of the Disciplinary Committee.

(s) Upon receipt of a written appeal, the Arbitrators shall constitute an Appeals Committee of five members which shall hear the appeal. In constituting the Appeals Committee the Arbitrators shall act in accordance with Sub-Clauses (e), (f) and (g), insofar as they are applicable. The Appeals Committee shall not consider any matter falling outside of the parameters of the original petition.

(t) No member of the original Disciplinary Committee shall sit on the Appeals Committee of that petition.

(u) The Appeals Committee shall pass resolutions by at least a two-three majority. In all other respects the Appeals Committee is governed by the terms and regulations relating to the Disciplinary Committee, and has the same powers.

(v) No appeal may be brought against a decision of the Appeals Committee.

(w) If a member refuses to accept the penalty imposed by a Disciplinary Committee, or Appeals Committee if an appeal is lodged, they shall be expelled automatically from the Association.

(x) The Association may make regulations not inconsistent with this Constitution governing the Disciplinary Committee, but such regulations shall not apply to a Committee already sitting.

Part 11 Association's Seal

29 The Common Seal

(a) The Executive Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Executive Committee and every instrument to which the seal is affixed shall be signed by the President and shall be countersigned by another member of the Executive Committee.

(b) The Seal shall have inscribed on it the words "CROMWELL COLLEGE STUDENTS' ASSOCIATION" and the imprint of such seal shall be valid whether impressed in or made in wax, ink or other substance.

Part 12 Matters affecting the Constitution

30 Amendments to the Constitution

(a) Amendments can be made to the Constitution at any General Meeting by a three-fourths majority of the meeting and absentee vote, provided notice of the motion is posted on the Association notice board seven clear days before the meeting, and is signed by the mover and counter-signed by two other members of the Association. However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

(b) The Constitution and regulations of the Association shall be reviewed every second year by a committee no greater than nine appointed by the Executive.

(c) The Secretary shall always have available two copies of this Constitution.

31 Amendments to the Regulations to the Constitution

(a) Regulations consistent with the Constitution may, be resolved, be enacted, amended or rescinded by a three-quarters majority of members present at a General Meeting, provided notice on the resolution is given to the Secretary, and the motion posted on the Association notice board three clear days before the Meeting.

(b) The Secretary shall always have available two copies of the regulations.

32 Interpretation of the Constitution and Regulations:

The Executive shall have the authority to interpret the meaning of this Constitution and the Regulations made hereunder, and on any matter relating to the Association on which the Constitution is silent. The Executive's decision is final, except when overruled by a motion of the Association in General Meeting.

Part 13 Dissolution

33 Dissolution of the Association

(a) Dissolution of the Association shall only occur if there is unanimous agreement of the members of the Association to do so.

(b) In the event of a motion of dissolution of the Association being carried, the assets shall become the property of the Board of Cromwell College to be held on trust until such time as the Association is reformed.

Part 14 Enactment

34 Enactment of the Constitution and Regulations

This Constitution and the following Regulations made hereunder are hereby enacted on the 28th day of May, 2006.

CROMWELL COLLEGE STUDENTS' ASSOCIATION CONSTITUTION

(“THE CONSTITUTION”)



CONSTITUTION REGULATIONS

Cromwell College Student Association's Constitution Regulations

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Part 1 Election of Office Bearers

1 Election of Office Bearers

(a) A copy of all nominations for office within the Association shall be handed to the Secretary. Such nominations shall be in the following form, or words to the effect:

“We nominate (*name*) for the position of (*position*) of the Cromwell College Students’ Association for (*year*).”

(b) All nominations shall be moved by and seconded by a member of the Cromwell College Students’ Association who is not a Probationary Member.

(c) All nominations shall be accepted by the nominee.

Part 2 Duties of the Association Executive Officers

2 The Duties of the President

The President shall:

- (a) preside at all meetings of the Association and Executive;
- (b) be the liaison officer with the College administration and Board of Governors;
- (c) sign all documents requiring the signature of the official head of the Association;
- (d) prepare the Annual Report of the Association; and
- (e) be the Executive representative in O’Week as one of three O’Week Coordinators, along with the O’Week Convenor and a senior appointed by the Principal.

3 The Duties of the Vice-President/Fundraising Officer

The Vice-President/Fundraising Officer shall:

- (a) assume all duties of the President if the President is unable to perform them;
- (b) organize the supporters gear;
- (c) liaise with the community as a patron of the Association;
- (d) be Head of the Fundraising Committee and meet at least monthly with that committee
- (e) organise a minimum of two items of merchandise per year; and
- (f) organise at least one large scale charity event per year.
- (g) Be in charge of use of the Lion’s Den and monitor it’s use
- (h) Have the authority to distribute fines for not cleaning the Lion’s Den

4 The Duties of the Secretary

The Secretary shall:

- (a) keep the Minutes of the Association and the Executive Committee;
- (b) conduct all correspondence connected with the Association;
- (c) attend all meetings of the Association and Executive Committee;
- (d) summon all meetings of the Association and Executive Committee;
- (e) ensure the adequate archiving of all Association documents, books of accounts and minutes;
- (f) Post on the noticeboard an outline of positions to be voted on at any meeting at least 5 days prior to the meeting; and
- (g) In conjunction with the Vice President, the secretary will be responsible for any issues associated with merchandise; including, collecting money, contacting companies and distributing merchandise.
- (h) be at least 18 years of age at the time of election.

5 The Duties of the Treasurer

The Duties of the Treasurer shall be:

- (a) to receive all monies of the Association and deal with such funds in such a manner as the Executive Committee may direct;
- (b) to issue official receipts and payments of the Association and to bank all monies received;
- (c) to keep proper books of accounts;
- (d) to be responsible for the purchase of all properties of the Association unless the Executive otherwise directs;
- (e) conduct a monthly audit of the books of account and financial records of the Shop and other Convenors;
- (f) lay before the Executive the Association books of account and financial records on a quarterly basis; and
- (g) Liaise with the Social Convenors before and after each social event to conduct a stock-take of all stock used.

6 The Duties of the Sports Convenors

(a) The Duties of the Sports Convenors shall be:

- (i) to organize participation by the Association in the Inter College Council sporting competition;
- (ii) to keep themselves informed of all matters affecting the sporting activities of the Association;
- (iii) to ensure the safe keeping and maintenance of the Association's sporting equipment; and

- (iv) to assist the convenor of each sport to organize training and a coach (where appropriate).
- (v) convene and chair the meeting of the Sporting Awards
- (vi) Attend or be represented at every Cromwell sporting event.
- (vii) Calculate points for participating/attending Sporting events and organise the corridor cup.

(b) It shall be the particular function of the Male Sports Convenor to do the above with respect to the sports played by the male members of the Association. It shall be the particular function of the Female Sports Convenor to do the above with respects to the sports played by the female members of the Association.

7 The Duties of the Social Convenors

The duties of the Social Convenors shall be:

- (a) to organize regular social activities for the members of the Association
 - a. Organise 3 events in first semester (separate to O-Week); St Patrick's Day, Open Bunker and Miniball.
 - b. Organise 3 events in second semester; Croweek, Ball & Recovery, and Crompletion.
- (b) Liaise with the Treasurer before and after each social event to conduct a stock-take of stock used.

8 The Duties of the Cultural Convenor

The duties of the Cultural Convenor shall be:

- (a) to organize participation by the Association in Inter College Council cultural activities;
- (b) to keep themselves informed of all matters affecting the cultural activities of the Association; and
- (c) to organise and Chair an annual Cultural Awards Evening to recognise and award cultural achievers within the college.
- (d) Organise at least 1 cultural event per year for Cromwell current and past students.
(ie. Boatcruise)

9 The Duties of the Media Representative

The duties of the Media Representative shall be:

- (a) to organise and produce all advertising needed for Student Association events; and
- (b) to be voided.
- (c) organize a photo's of functions, people to take photos or a professional photographer.

- (d) Provide regular notifications of upcoming events and assist in the communication between members of the association

10 Duties of ICC Executive Member

The candidate elected to this position shall fill the criteria of the ICC constitution regarding the relevant position. The candidate must also provide a link between the other colleges and Cromwell.

Part 3 Duties of Association Committees

11 The Shop Committee

- (a) The Shop Committee shall run the Association Shop.
- (b) The Shop Committee shall submit its Books of Account and Financial Records to the Treasurer on a monthly basis for inspection and verification.
- (c) The profits of the Association Shop shall be transferred to the General Account of the Association for use by the Association:
 - (i) at the end of every year; or
 - (ii) at such times as determined by the Executive if the monies are needed for the effective administration of the Association.

12 The Social Committee

- (a) The social Committee will consist of 4 to 8 members (male and female)
- (b) The Committee shall be picked for each Semester at the OGM of the preceding Semester.

13 The Fundraising Committee

- (a) The fundraising Committee shall run events outside social functions to fundraise for the Association and selected charities; and
- (b) The fundraising Committee shall seek sponsorship for the Association's activities.

14 Student Planning Committee Meetings

The Board of Governors representatives will conduct regular monthly meetings of a student planning committee to assist the representatives with ideas and inputs to take to

their Board of Governors meetings. The student planning committee will consist of any interested member of the Association.

Part 4 Conduct of Business at Association General Meetings

15 Conduct of Business

At the Annual General Meeting:

- (a) the Executive Committee shall present a Report of the activities of the Association during the previous year, and a Financial Statement and Balance Sheet duly admitted;
- (b) all committees may be called upon to tender a report at any meeting;
- (c) all motions to be discussed at a meeting shall be handed to the Secretary, and posted on the Association Notice Board at least one calendar day before the meeting; and
- (d) at the discretion of the President, motions arising from the floor may be discussed.

16 Order of Business

The normal order of Business at all meetings shall be as follows:

- (a) Apologies;
- (b) Confirmation of Minutes of the previous meeting;
- (c) Elections;
- (d) Finance;
- (e) Reports;
- (f) Listed Motions (in the order such motions were received by the Secretary); and
- (g) General Business.

17 Voting Particulars

- (a) The term “countback” as it is used in the Constitution and its Regulations means that, in the event of a tied vote, the Electoral Officers shall examine the distribution of votes between the tied candidates in the proceeding distribution. The candidate with the most votes on such an examination shall be declared elected. If a tie still exists, a further countback in the same manner is to take place. This process is to continue until a person is declared elected, or it is

deemed impossible to break the tie, in which case, the Executive shall be given the casting vote.

- (b) When elections for Executive Office are taking place, the following guidelines shall be adhered to:
 - (i) President shall give their report
 - (ii) Speeches for President shall commence. (Nominees for President are allowed to say a 5 minute campaign speech at the Annual General Meeting).
 - (iii) Ballots for President shall be conducted
 - (iv) Vice-President/Fundraising Officer shall give their report
 - (v) Speeches for the Vice-President/Fundraising Officer shall commence
 - (vi) Ballots for Vice-President/Fundraising Officer shall be conducted
 - (vi) This process shall continue for all positions
 - (vii) Once all reports and speeches have concluded, the ballot votes will be collected, and the incoming Student Executive will be announced

- (c) **To be voided.**

Part 5 Association Award Recipients

18 Sporting Award Recipients

- (a) The Vice-President/Fundraising Officer and the Sports Convenors shall form a committee to determine the distribution of sporting awards at the annual Sporting Awards Dinner. On their deliberations, the committee shall consider, but not be bound by, the advice of the convenor of each sport.

- (b) The Committee shall award in every sport in the Inter College Council competition:
 - (i) a trophy to the member who has made the most significant contribution to that sport; and
 - (ii) pennants to those persons who have made a significant contribution to that sport.

- (c) The Committee shall award at their sole discretion an award known as the Convenors' Award. The minimum criteria for the award shall be participation in at least four sports in the Inter College Council competition and a significant contribution to the sporting life of the Association. There shall be no limit on the number of Convenors' Awards made in any year.

19 Cultural Award Recipients

- (a) The Vice-President/Fundraising Officer, the Cultural Convenor and a person nominated by the Executive shall form a Committee to determine the distribution of cultural awards at the annual Cultural Awards Evening.
- (b) The Committee shall award:
 - (i) a trophy to the member who has made the most significant contribution to Inter College Council cultural activities; and
 - (ii) pennants to those persons who have made a significant contribution to Inter College Council cultural activities.

Part 6 Elected Orientation Week Organisers

20 O'Week Action Committee

- (a) The O'Week Action Committee, consisting of three male and three female members, shall be elected at the Annual General Meeting, following the election of the Executive. The six Association members who are successful shall only officially become part of the O'Week Action Committee upon approval by the Principal. If an applicant is not approved, the candidate with the next most number of votes shall be put to the Principal.
- (b) The term of the O'Week Action Committee will be for O'Week only.
- (c) Nominations for the O'Week Action Committee shall be signed by two third and or fourth year members of the Association, and given to the Executive Committee Secretary seven clear days before the Annual General Meeting.
- (d) The nominees for the O'Week Action Committee will not be required to give a verbal speech during the elections at the Annual General Meeting.
- (e) Nominees for the O'Week Action Committee shall be allowed one A4 campaign poster to be put on the Association Notice Board.
- (f) Nominees for the O'Week Action Committee are not allowed to say a campaign speech at the Annual General Meeting.

21 O'Week Convenor

- (a) The O'Week Convenor will organize the O'Week activities in conjunction with the incoming President, and an appointed senior. The team of three will become the O'Week Coordinators.
- (b) Nominees for O'Week Convenor shall be allowed to campaign using any physical and digital means they wish.

- (c) Nominees for O'Week Convenor are allowed to say a 2 minute campaign speech at the Annual General Meeting.

Part 7 Finance Provisions

22 Long Term Debit Limit

The amount referred to in Clause 25 of the Constitution shall be five hundred dollars.

23 Savings Fund Limit

The amount referred to in Clause 25 of the Constitution shall be five hundred dollars.

Part 8 Probationary Association Members

24 “Fresher” students

- (a) Probationary and Associate Members shall be known as Freshers.
- (b) When a Probationary Member has already spent one academic year at a University they shall not be a Fresher on becoming an Associate Member.
- (c) It is the particular duty of Freshers to:
 - (i) assist in setting up and cleaning up after social functions; and
 - (ii) perform such other duties as may be determined by the Executive or a member of the Executive, from time.

Part 9 Student Association Conferences

25 National Association of Australian University Colleges Conference

- (a) Applicants wishing to attend the annual NAAUCs conference shall apply in writing to the President stating why they wish to attend.
- (b) The Executive shall be responsible for selecting the delegates to send to the conference

- (c) After attending the Conference, delegates shall be required to present a report to the Association, Board of Governors and Clubs and Societies if so desired by any one of the afore mentioned parties.