CONSTITUTION OF THE GRACE COLLEGE STUDENT CLUB

1. NAME

The name of the incorporated Association shall be the “Grace College Student Club Inc.” (In this constitution called “the Club”).

2. OBJECT

The objects of the Club shall be:

1) To serve and represent the students of the College in all matters affecting their activities and interests.
2) To promote within the College a community spirit by means of social, cultural and sporting activities.
3) To advance the interest of the College as a whole in every possible manner.
4) To regulate college policy and take responsibility for maintaining college discipline in so far as it is within its power to do so.

3. POWERS

1) The Club has, in the exercise of its affairs, all of the powers of an individual.

2) The Club may, for example:
   a) enter into contracts; and
   b) acquire, hold, deal with and dispose of property; and
   c) make charges for services and facilities it supplies; and
   d) do other things necessary or convenient to be done in carrying out its affairs.

3) The Club may take over the funds and other assets and liabilities of the presently unincorporated association known as the “Grace College Student Club”.

4) The Club may also issue secured and unsecured notes, debentures and debenture stock for the Club.

4. CLASS OF MEMBERSHIP

1) The membership of the Club shall consist of:
   a) Ordinary members who are permanent residents in the college and not on the permanent salaried staff.
   b) Associate Membership of the Club shall be open to any non-resident of Grace College. Associate members are not entitled to vote at any meeting of the Club or to hold any office in the Club, but are otherwise entitled to the benefits of membership accorded to any ordinary member outside of the Inter-College Council Sporting and Cultural Activities.

2) The number of members shall be unlimited.

5. MEMBERSHIP FEES

1) The sum of membership fees for each class of membership shall be determined by members at the Annual general meeting, and shall be payable within the first two months of residence.

2) Members in residence for part only of the academic year shall be liable for a proportionate part of the subscription, the actual amount to be determined by the executive.
3) The Executive shall have the power to impose a special levy to meet unforeseen liabilities of the Club provided that this levy is approved by a majority of the members at a general meeting.

6. TERMINATION OF MEMBERSHIP

1) Any member may resign from the Club at any time by giving notice in writing to the secretary. No refund of membership fees will be given.

2) Resignations shall take effect at the time such notice is received by the secretary, unless a later date is specified in the notice when it shall take effect on that later date.

3) a) The Executive may call upon any member who, in its opinion, has acted in such a way to bring the club into disrepute, to explain her conduct.

b) The Executive shall cause notice to be served on such a member, and if no satisfactory explanation of such notice is given within one week of receipt, the club can call a meeting to revoke the offender’s membership. Two-thirds of the club members must be present at the meeting and direct that the name of such member be ballot. If the name of the member is removed from the Membership Roll, the decision and the grounds for the decision shall be conveyed to the Principal by the President of the Club.

c) Written notification of the offenders revoked membership will be given after the decision has been reached by the club.

d) Membership shall only be reinstated by a resolution of the Club, carried by no less than two-thirds of the members present at the meeting.

7. APPEAL AGAINST TERMINATION OF MEMBERSHIP

1) A person whose membership has been terminated may, within 2 weeks of receiving written notification thereof, lodge with the secretary written notice of the person’s intention to appeal against the decision of the club.

2) Upon receipt of the notification of the intention to appeal against the termination of membership the Secretary shall convene a general meeting to determine the appeal within one month of the date of the receipt of such notice.

3) At such a meeting the applicant shall be given the opportunity to fully present her case and the executive shall likewise have the opportunity of presenting their case.

4) The appeal shall be determined by the vote of the members present at such a meeting.

8. REGISTER OF MEMBERS

1) The Executive shall record a register in which the names and residential addresses of all persons admitted to membership of the Club and the dates of their admission will be entered.

2) Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatements of memberships and any further particulars as the Executive or the members at any general meeting may require from time to time.

3) The register shall be open for inspection at all reasonable times for any member who previously applies to the Secretary for such inspection.
9. MEMBERS OF THE EXECUTIVE

1) a) The Executive of the Club shall consist of:
   President
   Vice President
   Secretary
   Treasurer
   Social Convenor
   Cultural Convenor
   Sports Convenor
   Internal Affairs Convenor
   Inter-College Council Representative (Non-voting member)

   All of whom shall be members of the Club, with voting members having the ability to elect new positions to the association if needed.

   The position of the Executive shall be open to any member who is in their third year or above at college.

   b) In extenuating circumstances where no third year or above member has been nominated, the position may be open to a second year.

   c) An Executive position should not be open to a member who has accepted the role of a college residential assistant.

   e) An Executive position is only open to the above-mentioned member who intends to reside at college for the duration of their term.

2) The Executive shall hold office for the period from the 1st December in the year of the Ordinary General Meeting at which they are elected, to the 30th November in the following year.

3) The election of the Executive shall take place in the following manner:

   a) Nominations for the Executive shall be signed by two members of the Club, counter signed by the nominee, and handed to the Secretary at least two clear days before the day of the meeting at which the elections are to be held. The Secretary shall post nominations on the Club notice board two days before the election.

   b) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor.

10. RESPONSIBILITIES AND DUTIES OF EXECUTIVE MEMBERS

1) Each member of the executive will have particular roles to carry out, which are as follows:

   a) PRESIDENT
      • Chair all executive meetings
      • Must be a positive ambassador for the college
      • Liase with all associations involved with Grace and other colleges
      • Being responsible for management of all events
      • Chairs any general meetings and the Annual General Meeting

   b) VICE PRESIDENT
      • Resides over meetings in the absence of the president
      • Must attend all executive meetings
      • Must be a positive ambassador for the college
      • Liases with the Old Girls’ Association
      • Organises Valedictory dinner
      • Chair of House Committee
      • Orientation Week Committee Convenor
      • Vice President on Grace Student College Sports Club
c) SECRETARY
   - Must attend all executive meetings
   - Must be a positive ambassador for the college
   - Must keep comprehensive and accurate records of all meetings
   - Responsible for all inwards and outwards correspondence of the club
   - Organises all activities in relation to any General Meeting and
     Annual General Meetings
   - Secretary on Grace College Student Sports club

d) TREASURER
   - Must attend all executive meetings
   - Must be a positive ambassador for the College
   - Must keep a current and accurate record of all financial transactions
     of the club
   - Must prepare an audit at the end of the financial year, ending on 31st
     December.
   - Responsible for issuing invoices for fines within the college.
   - Treasurer on Grace College Student Sports club

e) SOCIAL CONVENOR
   - Must attend all executive meetings
   - Must be a positive ambassador for the College
   - Responsible for organisation and execution of social events within
     the college
   - Liases with other college social convenors
   - Responsible for networking with the University of Queensland (UQ),
     UQ Colleges and third parties regarding the promotion of social
     events in the community

f) CULTURAL CONVENOR
   - Must attend all executive meetings
   - Must be a positive ambassador for the College
   - Responsible for the organisation of Grace College in Inter-College
     Council Cultural events.
   - Liases with other college cultural convenors
   - Responsible for the selection of cultural convenors and oversees their
     actions
   - Responsible to maintain cultural budgets

f) SPORTS CONVENOR
   - Must attend all executive meetings
   - Must be a positive ambassador for the college
   - Responsible for the organisation of Grace College in Inter-College
     Council Sporting events
   - Liases with other college Sports Convenors
   - Responsible for the selection of sports convenors and oversees their
     actions
   - Responsible for maintaining sporting budgets
   - Responsible for maintaining sporting equipment and uniforms
   - President on Grace College Student Sports club

g) INTERNAL AFFAIRS CONVENOR
   - Must attend all executive meetings
   - Must be a positive ambassador for the college
   - Responsible for the organisation of the Grace College Fundraising
     and Social committees as well as the Year Level Representatives
   - Responsible for the management and sale of Grace College
     merchandise
h) INTERCOLLEGE COUNCIL (ICC) REPRESENTATIVE
   • Must attend all Grace College executive meetings and all Inter-College Council executive meetings
   • Must be a positive ambassador for the college
   • Liases and networks with all ten UQ colleges, including the Grace College student club
   • Sits as a non-voting member on the Grace College executive. A non-voting member can contribute to discussion but is unable to vote on the end-point of these decisions
   • Provides valid input and represents the Inter-College Council to ensure that the Grace College Student Club has been provided with the views of the wider college community
   • Must fulfil role undertaken on ICC executive and be a positive ambassador for this community

11. OFFICERS

1) The Executive of the Club are Officers.

2) The President and one student (from third year or above) are to be elected at the previous Ordinary General Meeting as Student Club representatives on College Council for the following year.

3) First year representative, elected at the Annual General Meeting. Second year representative elected at the Ordinary General Meeting from the previous year.

12. INTRA-COLLEGE POSITIONS

1) a) Students shall be elected at the Ordinary General Meeting from the previous year to perform duties connected with the college sewing machine, culinary convenor, college photographers and the two Care convenors.

b) The Club may at its discretion elect any new representatives as the need arises.

c) All Intra-College Positions must be second year members or above excepting the position of college photographers who must be third year members, or above.

d) All Orientation Week Committee candidates must attend a briefing session with the previous Orientation Week Convenor and Committee, submit a formal application to be reviewed by the Club’s President, the College’s Principal, a Resident Assistant and the previous year’s Orientation Week Convenor. Resulting in a shortlist of no more than 10 applicants for the Orientation Week Committee to be voted on during the Ordinary General Meeting.

2) a) Social Committee shall consist of two members from first year, two from second year and one from third year or above. Nominations for social committee must be made separately from those of convenor.

b) Shop Committee shall consist of a Shop convenor who is a third year or above and Club members as the convenor deems necessary.
c) **Orientation Week Committee** shall consist of an Orientation Week Convenor who is the Vice-President of the Grace College Student Club Inc. and up to six second year representatives. The Orientation Week Committee must be second year, in the calendar year in which they will perform their duties.

d) **Magazine Committee** shall consist of a Magazine Editor/s (a second year or above) and two first year representatives, two second year representatives and two third years or above.

e) **House Committee** shall consist of the Vice President and representatives from each of the first, second and third (or above) years, the President ex officio and one Resident Assistant who is elected at the first General Meeting.

f) **Fund-raising Committee** shall consist of two members from first year, two from second year and one third year or above. It shall be convened by the Internal Affairs Convenor.

g) The Club, at any General Meeting, may appoint such Committees as it may think fit for the further and better government of the Club. All committees shall have full discretionary power in their own department and shall be responsible for their efficiency subject to this constitution, and Regulations thereunder, and to the Club in General Meeting.

h) The President is automatically an ex officio member of all committees.

i) All committees shall present a report of the year’s activities at the Ordinary General Meeting.

j) All first year committee positions shall be elected at the First General Meeting. All second year and above positions shall be elected at the Ordinary General Meeting of the previous year, except for the Shop Committee.

k) Committee heads/convenors positions may be filled by two individuals willing to act together in the position, at the discretion of the Club.

13. **RESIGNATION OR REMOVAL FROM OFFICE OF OFFICERS**

1) Any Officer may resign from membership of the Executive at any time by giving notice in writing to the Secretary. Resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date. Member may also be removed from office by a resolution passed by half of the total number of members of the club at a Special General Meeting called for the purpose of considering such removal, of which ten days’ notice shall be given such notice to contain a copy of the proposed resolution.

2) There is no right of appeal against a member’s removal from office under this section.

14. **VACANCIES OF OFFICERS**

1) Any vacancy in the position of an Officer shall be filled at a Special General Meeting of the Club to be called by the Honorary Secretary for that purpose.
   a) In the event of an Officer elected at the Ordinary General Meeting not returning to college, the position shall be assumed by the next in preference in the original election, the figure being left with the incoming President and the incoming Secretary. If none of the nominees remain in college, a new vote shall be taken by secret ballot.
2) a) A member shall not hold more than one position on the Executive at one time
   b) (i) Notwithstanding sub-clause a, 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 effective
         functioning of the Club
         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) 14 days; or
           b) if the Executive deems it possible for the Executive to act without the
              vacant position being filled, and the majority of the Club present at a
              Special General Meeting is in agreement, then the appointed
              Executive member will remain in the position; or
           c) the election of a person to fill the position by a Special General
              Meeting of the Club.

15. FUNCTIONS OF THE EXECUTIVE

1) Except as otherwise provided by these rules and subject to resolutions of the members of the
   Club carried at any general meeting the executive –
   a) shall have the general control and management of the administration of the
      affairs, property and funds of the Club; and
   b) shall have the authority to interpret the meaning of these rules and any matter
      relating to the Club on which these rules are silent.

2) The Executive may exercise the powers of the Club -
   a) to borrow or raise or secure the payment of money in such a manner as the
      members of the Club may think fit and secure the same or the payment or
      performance of any debt, liability, contract, guarantee or other engagement
      incurred or to be entered into by the Club in any way and in particular by the
      issue of debentures, perpetual or otherwise, charged upon all or any of the
      Club’s property, both present and future, and to purchase, redeem or pay off
      any such securities;
   b) to borrow amounts from members and to pay interest on the amounts borrowed
      and to mortgage or charge its property or any part thereof and to issue
      debenture and other securities, whether outright or as security for any debt,
      liability or obligation of the Club, and to provide and pay off any such
      securities; and
   c) to invest in such manner as the members of the Club may from time to time
      determine. For the benefit of the college.
16. MEETING OF EXECUTIVE

1) The Executive shall meet at least once every calendar month to exercise its functions.

2) The Executive must decide how a meeting is to be called.

3) Notice of a meeting is to be given in a way decided by the Executive.

4) At every meeting of the Executive a simple majority of a number equal to the number of members elected and/or appointed to the Executive as at the close of the last general meeting of the members, shall constitute a quorum.

5) Subject as previously provided in this section, the Executive may meet together and regulate its proceedings as it thinks fit.

6) However, questions arising at any meeting of the Executive shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.

7) A member of the Executive shall not vote in respect of any contract or proposed contract with the Club in which the member is interested, or any matter arising thereout, and if the member does so vote the member’s vote shall not be counted.

8) The President shall chair every meeting of the Executive, unless she elects to nominate another person as chair. If there is no President or delegate the members may elect one of their own to chair the meeting.

9) If within half an hour from the times appointed for the commencement of an Executive meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Executive, shall lapse.

10) In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Executive may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

17. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

1) All acts done by any meeting of the Executive or of a subcommittee or by any person 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 of the management committee or person acting aforesaid, or that the members of the management committee 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 management committee.

18. RESOLUTION OF EXECUTIVE WITHOUT MEETING

1) A resolution in writing signed by all the members of the Executive for the time being entitled to receive notice of a meeting 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.

2) Any such resolution may consist of several documents in like form, each signed for one or more members of the Executive.
19. MEETINGS

1) General meetings, including the Annual General Meeting, shall occur once every academic semester at the University of Queensland. The budget shall be read at the first of these meetings.

2) The Annual General Meeting shall be held in the month of March. If this is not possible it should be held at the nearest date deemed suitable by the Executive.

3) A Special Meeting of the Club may be called by the Secretary, at the request of the Executive, or any ten members of the Club. Such request must state the object for which the meeting is to be called.

4) Notice of the meetings shall be posted by the Secretary at least three (3) clear days before the date of such meeting.

5) Unless otherwise provided by these rules, at every general meeting –

   a) The President, or a person nominated by the President, shall chair every meeting of the Club.

   b) The chairperson shall maintain order and conduct the meeting in a proper and orderly manner.

   c) Every question, matter or resolution shall be decided by a majority of votes of the members present.

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

6) For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every general meeting and meetings of the Executive shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting.

7) All Intra-College Positions other than those elected at the Ordinary General Meeting shall be elected at the First General Meeting of each University of Queensland academic year.

20. BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING

1) The following business must be transacted at every Annual General Meeting –

   a) The receiving of the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the Club for the last financial year.

   b) The receiving of the auditor’s report on the financial affairs of the Club for the last financial year;

   c) The presenting of the audited statement to the meeting for adoption;

   d) The appointment of an auditor.
21. BUSINESS TO BE TRANSACTED AT ORDINARY GENERAL MEETING

1. The following business must be transacted at every Ordinary General Meeting –

2. The presentation of the following reports:
   a) President’s Annual Report
   b) Vice President’s Report
   c) Secretary’s Report
   d) Treasurer’s Report
   e) Sports Convenor’s Report
   f) Social Convenor’s Report
   g) Cultural Convenor’s Report
   h) Internal Affairs Convenor’s Report
   i) Inter-College Council Representative’s Report
   j) A report from the Student Representative on College Council
   k) A report from each of the Committees on its activities for the year.

3) The election of the Executive, Inter-College Council Representative, Student representatives on College Council, Social Committee (excepting first year representatives), Fundraising Committee (excepting first year representatives), Magazine Editors, Magazine Committee (excepting first year representative), House Committee (excepting first year representatives), O-Week Convenor and O-Week Committee, Shop Convenor, second year representative, Sewing Machine Supervisor, Care Convenors and Culinary Convenors and two College Photographers, for the ensuing year.

22. QUORUM AT GENERAL MEETING

1) One half of the total membership of the Club shall constitute a quorum at any General Meeting.

2) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.

3) If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Executive or the Club, shall lapse.

4) In any other case it shall stand adjourned to the same day in the next week at the same time and place, or such other day, time and place as the Executive may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

5) The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

6) When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

7) Save as aforesaid it shall not be necessary to give any notice of an adjournment or for the business to be transacted at an adjourned meeting.
23. VOTING

1) Only members of the club may vote.

2) New members do not vote in their first Student Club Meeting except in matters pertaining to them.

3) At every meeting of the club, all motions shall be decided by a majority vote. In the event of the voting being equally divided, the chairman of the meeting shall have the right to exercise the casting vote. Members of the Executive may only vote when the vote is by secret ballot.

4) All questions shall be decided by a show of hands except when a ballot is requested by half the members of the Club present unless otherwise stated in these rules or at the discretion of the Chairman.

5) Members who are unable to attend a meeting shall be entitled to submit a sealed and endorsed vote in writing to the Secretary on an issue or election that will come before the meeting, provided that such votes shall be received at the discretion of the meeting.

6) Voting for the Officers at the Ordinary General Meeting shall be by secret ballot on the first majority system of voting.

7) Every member present shall be entitled to one vote.

8) When voting for positions on committees which require a certain number of representatives, each member shall be entitled to that certain number of votes.

9) When voting for positions on committees which require a year representative, only members of that year of residence may vote.

24. BY-LAWS

1) By-laws may be enacted by the Executive. Such By-Laws shall be of the same force and effect as the rules of the Constitution. In the case of a conflict arising, the Constitution shall take precedence.

25. ALTERATION OF RULES

1) Subject to the provisions of the Associations Incorporation Act 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.

2) However an amendment, recension or addition is valid only if it is registered by the Chief Executive.

3) This Constitution shall not be altered unless three-quarters of the members of the meeting at which the alteration is considered, vote in favour of such alteration. The member proposing such alteration shall give seven days notice of such proposed alteration to the Secretary who shall post a copy of the proposed alteration on the notice board at least three days before such meeting.

4) Amendments to the proposed alterations may be accepted by the original mover, or moved as amendments to the original alteration up to three days before the meeting at which the original alterations are to be considered. Copies of such amendments shall be posted on the notice board at least two days before such meeting.
26. FUNDS AND ACCOUNTS

1) The funds of the Club must be kept in the name of the Club in a financial institution decided by the Executive.

2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the association and the particulars usually shown in books of a like nature.

3) All moneys shall be deposited as soon as practicable after receipt thereof.

4) All amounts of $50 or over shall be paid by cheque and signed by any two of the President, Secretary, Treasurer.

5) The Executive shall determine the amount of petty cash which shall be kept on the imprest system.

6) All expenditure shall be approved or ratified at an Executive meeting.

7) As soon as practicable after the end of each financial year, the Treasurer shall cause to be prepared a statement containing the particulars of:
   a) the income and expenditure for the financial year just ended
   b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Club at the close of that year.

8) The Treasurer shall appoint an Auditor to audit the financial affairs of the Club as soon as practicable after the end of the financial year. Such appointment may be over ridden by the Executive. The Auditor’s report shall be presented to members of the Club in the General meeting following the receipt of the Auditor’s report by the Treasurer.

9) The income and property of the association must be used solely in promoting the association’s objects and exercising the association’s powers, and no portion shall be paid or distributed directly or indirectly to the members of the association except as bona fide remuneration for services rendered or expenses incurred on behalf of the association.

27. DOCUMENTS

The Executive shall provide for the safe custody of books, documents, instruments of title and securities of the Club.

28. FINANCIAL YEAR

The financial year of the association shall close on the 31st December each year.

29. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

1) This section applies if the Club is wound up under part 10 of the Act and there are surplus assets.

2) The surplus assets must not be distributed among the members but must be given to another entity –
   a) that has objects similar to the Club’s objects; and
   b) the rules of which prohibit the distribution of the entity’s income and assets to its members.

3) In this section –
   “surplus assets” has the meaning given by section 92(3) of the Act.
30. COMMON SEAL

1) The Executive must ensure the association has a common seal.

2) The common seal must be -
   a) kept securely by the Executive; and
   b) used only under the authority of the Executive.

3) Each instrument to which the seal is attached must be signed by a member of the Executive and countersigned by -
   a) the president;
   b) secretary; or
   c) treasurer.

31. INTERPRETATION OF THIS CONSTITUTION

All questions of interpretation of this Constitution or By-Laws shall be decided in the first instance by the Executive, and after their decision has been given an appeal shall be as of right to a General Meeting of the Club, but is deemed to fail unless upheld by half of those present.

32. ENACTMENT

This Constitution is now enacted on the thirteenth day of March 2012.