

Constitution for the Austin Page Junior Common Room Committee

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1. Interpretation and Amendments

- 1.1.1. The Name of the club shall be Austin Page Junior Common Room Committee (hereby referred to as 'the club').
- 1.1.2. Any Amendments to the constitution must be made at a general meeting and accepted by at least 51% of members present voting in favour of the proposed amendment.
- 1.1.3. There shall be seven days' notice of any proposed motions to amend the constitution.

2. Aims

- 2.1. The Club is non-for-profit; meaning: the assets and income of the club shall be applied solely in the furtherance of the aims of the club and no portion shall be distributed directly or indirectly to the members of the Club except as bone fide compensation expenses incurred on behalf of the club.
- 2.2. The Aims of the club shall be to
 - 2.2.1. Create and further the student experience of residents living at Austin Page college.
 - 2.2.2. Ensure a social and enjoyable space is given to students to live in.
 - 2.2.3. Allow participation within the College and University systems in a safe environment.

3. Membership

- 3.1. Full Membership shall be available to all students that reside in Austin Page College so long as they do not hold the position of lecturer or above.
- 3.2. Affiliated membership shall be offered to all those over 18, who are not blacklisted and are sponsored by a current college resident at Austin Page College.
- 3.3. All membership both Full and Affiliate shall be liable to pay an annual subscription fee determined by the incoming Junior Common Room Committee, which shall be used to further the aims of the club.
- 3.4. Membership fees can be paid in full or on a payment plan which can be offered.

4. The Committee

- 4.1. The Club shall be managed by the committee; which will comprise of
 - 4.1.1. A President;
 - 4.1.2. A Vice President;
 - 4.1.3. A Treasurer;
 - 4.1.4. And a Secretary; which shall comprise the Executive of the club.

- 4.1.5. There shall also be a general committee see (5.5)
- 4.2. In the case of a vacancy of the President the Vice-President will fill the role for the rest of the term.
- 4.3. If required, the Executive can appoint an officer or set up a subcommittee.
- 4.4. The Committees' term will be the duration of student contracts at the college.
- 4.5. To vote the president or Vice-President off the committee; a committee member shall:
 - 4.5.1. Bring an application with thirty or more signatures from current members of the club before the committee then;
 - 4.5.2. A majority of the committee must vote to pass this to take it to a general meeting and;
 - 4.5.3. A majority of full members must also vote in favour.
- 4.6. To vote to remove any other committee member, a committee member shall;
 - 4.6.1. Bring an application of ten or more signatures from current members of the club to a committee meeting.
 - 4.6.2. The committee shall vote excluding the target and the vote must pass by two-thirds in favour.
 - 4.6.3. The committee shall oversee two subcommittees' SFK and MBPT which will be led by two students for each subcommittee that will sit on the JCR Committee.
 - 4.6.4. The President and Vice President for the upcoming year will also decide on the other roles to make up the general committee including the title and a portfolio.

5. The Executive

- 5.1. Role of the President
 - 5.1.1. Oversee all plans made by the JCR Committee and consult with the executive and general committee.
 - 5.1.2. Run meetings of the committee and liaise between the committee and the head of College.
 - 5.1.3. Ensure adequate handover of committees from one year to the next, including documents and any necessary materials.
- 5.2. Role of the Vice-President
 - 5.2.1. Assist the President in running the committee and fill in when necessary.
 - 5.2.2. Be available for the committee to come to with any issues
 - 5.2.3. Ensure that the constitution is being followed
- 5.3. Role of the Treasurer

- 5.3.1. Maintain the clubs' finances in accordance with UNE Clubs Rules & Regulations and the constitution.
- 5.3.2. Present at the Annual general meeting of the club, with a report detailing financial activity and status
- 5.3.3. Ensure adequate handover of role
- 5.4. Role of the Secretary
 - 5.4.1. Conduct correspondence
 - 5.4.2. Keep minutes of committee meetings
 - 5.4.3. Maintain all club's records
 - 5.4.4. Keep a list of current members

6. **Finances**

- 6.1. The Treasurer shall be responsible to the Committee for all financial matters concerning the club.
- 6.2. The Treasurer shall receive all moneys payable to the club and pay all accounts by electronic bank transfer or cheque signed by at least two members of the Executive.
- 6.3. The Treasurer shall prepare and present a cumulative statement of the financial standing of the club on request from any member of the Committee.
- 6.4. The outgoing treasurer with the assistance of the Executive shall be responsible for presenting the audited financial report of the club at the Annual General Meeting.
- 6.5. The Austin Page Junior Common Room is a non-proprietary associated and as such all funds tendered to it are used expressly in the fulfilment of its objectives. No individual or group which is a member of the Junior Common Room will receive any benefit by way of dividends or payments.
- 6.6. The club shall maintain a bank account that will change over with each new committee and that two-party signatories is required for each transaction

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 / Staff 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 current 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 (AGM)**

- 8.1. The Club shall hold an Annual General Meeting annually in the month of September.
- 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 General and Annual General Meetings

- 9.1. Quorum will be twenty (20) Student/Staff Members (being members entitled under this constitution to vote at a General Meeting) OR forty percent (40%) of the current Student/Staff Member total, whichever is less. Quorum must include not less than three (3) Executive Members. 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 or 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 / Staff Members shall be eligible to be candidates for election or to vote in the election.
- 10.3. There shall be a nominated committee to organise elections led by the outgoing president unless they are a nominee for the upcoming year.
- 10.4. 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.
- 10.5. 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.
- 10.6. The notice shall state:
 - 10.6.1. The day on which nominations open, which day shall be at least fourteen (14) clear days before the day of the elections;
 - 10.6.2. The date and time on which nominations close, which shall be no later than the time of the meeting at which the elections are to occur;
 - 10.6.3. The time, date and venue of the election;
- 10.7. Election of President and Vice-President
 - 10.7.1. To be voted as President, candidates must have been at college for at least 3 Trimesters and have held a previous position on the JCR Committee.
 - 10.7.2. To be voted as Vice president, candidates must have been at college for at least two trimesters and have held a previous position on the JCR Committee."

- 10.7.3. Each candidate will be given the opportunity to address the clubs' members prior to elections through a speech.
- 10.7.4. Voting shall be preferential in a secret ballot. The ballot box shall be kept by the outgoing president or that similar in 10.3.
- 10.7.5. This is under the discretion of the nominated committee and Head of College.
- 10.8. Elections of Treasurer and Secretary
 - 10.8.1. Shall have been at college for at least 3 Trimesters; Or have held an outstanding leadership position before.
 - 10.8.2. Elections for these positions shall be held concurrently with the general committee.
 - 10.8.3. Controlled by the incoming President and Vice-President.
- 10.9. Election of General Representatives
 - 10.9.1. This shall be led by the incoming President and Vice-President
 - 10.9.2. General representatives shall have been at college for at least one trimester voting will be done by secret ballot.
 - 10.9.3. Any positions left unfilled will be held at the discretion of the president.
- 10.10. Election of First Year Representatives
 - 10.10.1. Two first year reps will be elected to join the committee for their term
 - 10.10.2. Nominees must be in their first year of college.
 - 10.10.3. In any case clause 10.9 shall apply.

This Constitution was adopted on the 7th day of March, 2023.

President's Signature:



Vice President's Signature:

