

1. NAME

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

2. AIMS

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

2.2. The aims of the Club shall be to:

2.2.1. Provide a club for Lego enthusiasts to interact, share ideas and form a creative community. To create opportunities for UNE students to interact and socialise within the University community.

2.2.2. Provide a safe space for all people, nonexclusive of race, gender, religion, or sexual identity.

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

2.3.1. Monthly meetings; Lego related discussions and events.

3. MEMBERSHIP

3.1. Student Membership

Students who are currently enrolled to study at the University of New England shall be eligible for Student Membership of the Club. Any Student Member shall hold one vote at all meetings and elections of the Club at which they are present.

3.2. Townsperson Membership

People who currently live within the New England region shall be eligible for Townsperson Membership of the Club. Townsperson Members are not eligible to hold Executive positions, vote in elections or vote at meetings of the Club.

3.3. The Club has free membership.

3.4. Events may charge a fee for entry.

4. THE EXECUTIVE

4.1. The Club shall have an Executive Committee consisting of:

4.1.1. President (Required)

4.1.2. Vice President (Required)

4.1.3. Secretary (Required)

4.1.4. Treasurer (Required)

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UNE LIFE CLUBS
UNMCA

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

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

5. DUTIES OF EXECUTIVE MEMBERS

5.1. The President shall:

5.1.1. Plan the Club's activities in consultation with the Executives.

5.1.2. Liaise with the Executives and any Committees formed by the Club.

5.1.3. Ensure an adequate handover, including any documents and materials, to the following Executive Committee.

5.2. The Vice President shall:

5.2.1. Assist the President when required.

5.2.2. Step in as Acting President when the President is unavailable.

5.3. The Treasurer shall:

5.3.1. Maintain the Club's finances in accordance with the UNE Club Rules & Regulations

5.3.2. Present to the Annual General Meeting of the Club, a report detailing the financial activity and status of the Club.

5.3.3. Ensure an adequate handover, including any documents and materials, to the following Executive Committee.

5.4. The Secretary shall:

5.4.1. Conduct the correspondence of the Club.

5.4.2. Book rooms for the Club.

5.4.3. Keep minutes of the proceedings of all Club meetings.

5.4.4. Maintain the records and documents of the Club.

5.4.5. Maintain a list of current Members of the Club.

6. ORDINARY MEETINGS

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

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

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

6.4. Quorum at Ordinary Meetings shall be five (5) Student Members if the Club's current membership is no greater than seventy (70) Student Members, or ten (10) Student Members if the Club's membership is greater than seventy (70) Student Members. Quorum must include not less than three (3) Executive Members.

6.5. The agenda for an Ordinary Meeting shall include:

6.5.1. Apologies and leaves of absence

6.5.2. Minutes of the previous meeting

6.5.3. Correspondence

6.5.4. Reports of Executive Members

6.5.5. General Business

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

6.6.1. Giving direction to the Executive

6.6.2. Determining the use of the finances and other assets of the Club

6.6.3. Instituting Committees for any purpose of the Club and co-opting Club members onto any Committee

6.6.4. Dismissing Executive Members under 4.3 of the Constitution

7. GENERAL MEETINGS

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

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

7.3. Quorum at General Meetings shall be five (5) Student Members if the Club's current membership is no greater than seventy (70) Student Members, or ten (10) Student Members if the Club's membership is greater than seventy (70) Student Members. Quorum must include not less than three (3) Executive Members.

7.4. Except as provided in Clause 8, the Secretary shall give at least seven (7) clear days notice of the time and place of a General Meeting through a mail-out to all Members (a mail-out is understood to

include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.

7.5. The agenda for a General Meeting shall include:

7.5.1. Opening and welcome

7.5.2. Apologies and leaves of absence

7.5.3. Minutes of the previous meeting

7.5.4. Business arising from the minutes

7.5.5. Correspondence

7.5.6. Motions on notice

7.5.7. Reports of Executive Members

7.5.8. Other reports

7.5.9. General business

7.5.10. Date of the next meeting

7.6. 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:

7.6.1. Filling vacancies on the Executive Committee

7.6.2. Repealing motions and the effect of motions carried at an Ordinary Meeting

7.6.3. Amending the Constitution

7.6.4. 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

7.6.5. Dissolving the Club.

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

8. ANNUAL GENERAL MEETING

8.1. The Club shall hold an Annual General Meeting annually by the month of October.

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

8.2.1. To receive a report and statement of accounts for the preceding financial period

8.2.2. To elect an Executive Committee 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 Five (5) members (being members entitled under this constitution to vote at a General Meeting), and at least $\frac{3}{4}$ of the Executive Committee. 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 Committee shall be elected annually at the Annual General Meeting.

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

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

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

10.4.1. The day on which nominations open, which shall be at least fourteen (14) clear days before the day of the elections;

10.4.2. The day and time on which nominations close, which shall be no later than the time of the meeting at which the elections are to occur;

10.4.3. The time, date and venue of the election;

10.4.4. That only Student Members shall be eligible to be candidates for election or to vote.

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

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

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

10.8. Voting shall be by secret ballot, and determined by majority vote.

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

11. ALTERATION TO THE CONSTITUTION

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

11.1.1. Written notice of proposed changes has been given to the Secretary not less than seven (7) clear days before such a meeting,

11.1.2. Said changes do not contravene UNE Club Rules & Regulations or the University of New England policies,

11.1.3. The Secretary has given at least seven (7) clear days notice of those proposed changes to all Members through a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.

11.1.4. A copy of the amended constitution, and minutes of the meeting at which the amendments were made, are presented to UNE Life Student Experience within fourteen (14) days of the meeting,

11.1.5. UNE Life Student Experience receive the amendments and the amendments are ratified by UNE Life

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

12. ASSETS AND FINANCES

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

12.2. The Club shall maintain a bank account.

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

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

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

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

13. DISSOLUTION

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

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

14. INACTIVITY

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

15. RECOGNITION & AFFILIATION

15.1. The Clubs is permitted to use the name 'UNE' or 'University of New England' as well as branding of the University as long as it remains affiliated with UNE Life

15.2. The Club shall comply with all requirements of UNE Club Rules Regulations and The University of New England for recognition as a registered Club of The University of New England

15.3. The club must, within 14 days of the Annual General Meeting, provide a completed Affiliation Form, as well as any required documents as detailed in the UNE Life Club Affiliation process, to UNE Life Student Experience

15.4. The club's affiliation with UNE Life may be cancelled if the club is in breach of UNE Club Rules & Regulations, University of New England policy or if they are unable to maintain the minimum requirements for a UNE Club

This Constitution was adopted on the 18th day of November 2020

President's Signature Jamika Kennedy

Secretary's Signature [Signature]