

Rural Science Undergraduate Society

Constitution

Article 1 Name of the Society

- 1.1 The name of the Society shall be the Rural Science Undergraduate Society hereinafter referred to as 'the Society'.

Article 2 Aims of the Society

- 2.1 The aim of the Society shall be to provide members with the opportunity to engage in both academic and social pursuits as organised by the committee. The Society is to focus on linking students with relevant industries and promoting the pursuit of the University's graduate attributes, through organising short courses and holding events. The Society shall represent the student body to the University on the behalf of members if requested.
- 2.2 The Society is to be a not for profit organisation.

Article 3 Membership

- 3.1 All undergraduate students and members of staff of the University shall be eligible to become members of the Society.
- 3.2 Any eligible person shall become a member of the Society through signing up via the UNE life website, Rural Science Undergraduate Society page. An appropriate membership fee shall be determined by the committee of the Society annually. Membership shall be valid for four years, however members can re-join at the end of this period.
- 3.3 Any member who engages in conduct that brings either the Society or University into disrepute, or behaves in a manner likely to bring the Society or University into disrepute, may have their membership terminated at the election of the committee.

Article 4 The Committee

- 4.1 A committee shall conduct the business of the Society.
- 4.2 The committee of the Society shall be elected at the Annual General Meeting, or, if necessary, at an Extraordinary General Meeting.
- 4.3 The committee shall consist of the following members: President, Vice President, Secretary, Treasurer, Industry Representative, Merchandise Officer, Publicity Officer, Social Coordinator, Student Body Representatives, and Rouseabouts.
- 4.3.1 The executive committee shall consist of the President, Vice President, Secretary, and Treasurer.
- 4.3.2 **President**
The President shall have overall responsibility for the affairs of the Society and shall oversee all other committee roles. They will be responsible for chairing all meetings, and ensuring the long term goals of the Society are met.
- 4.3.3 **Vice-President**
The Vice-President shall assist the President with the undertaking of their roles and

responsibilities, and may be required to perform duties in the absence of the President. They will also assist in organising events and ensuring the short term goals of the Society are met.

4.3.4 Secretary

The Secretary shall keep the non-financial records of the Society, including the official membership list, SAFF applications, manage the correspondence of the Society and submit the end of year report. They will also be responsible for compiling meeting agendas and recording meeting minutes.

4.3.5 Treasurer

The Treasurer will manage the financial affairs of the Society, in consultation with the President. They will maintain the financial records of the Society and will be responsible for all income, expenditures and assets of the Society using the Clubs Cashbook. They will prepare and present to the Society and the University the end of year accounts and treasurers report for the Society.

4.3.6 Industry Representative

The Industry Representative shall be responsible for liaising with industry representatives to organise and run short courses, and be the point of contact for guest speakers at various events. They are responsible for compiling and making available relevant information to students.

4.3.7 Merchandise Officer

The Merchandise Officer shall be responsible for organising the Committee's merchandise in consultation with the other members of the committee. They should aim to order committee uniforms at the beginning of the term, run at least one public merchandise order per term, and assist in designing and ordering marketing merchandise.

4.3.8 Publicity Officer

The Publicity Officer shall be responsible for the day to day running of the social media accounts, making sure relevant information is distributed to students and engaging with students. This includes marketing the Society through content creation, regular posts, creating advertisements, and taking photos at all events involving the Society.

4.3.9 Social Coordinator

The Social Coordinator shall be responsible for organising and running at least one social event per term that is run for the benefit of UNE agricultural students and the wider community.

4.3.10 Student Body Representatives

Each University Student Residence, those students residing in Armidale and External Students are eligible to have a representative on the Committee. The Student Body Representatives are responsible for passing information between the students they represent and the committee as well as promoting the Society within their residences.

4.3.11 Rouseabouts

The Rouseabouts are responsible for general duties as appointed by the committee. Two Rouseabouts will be elected unless otherwise decided by the committee prior to an election being held.

4.3.12 Returning Officer

A Returning Officer may be elected if two previous Committee members are not re-elected

to the Committee. The Returning Officer is responsible for offering assistance and guidance to all members of the Committee.

4.4 Committee Meetings

4.4.1 Meetings of the committee shall be held at least once a trimester or when deemed appropriate during the academic year. All members of the committee shall be entitled to attend and vote at such meetings.

4.4.2 The quorum for a meeting of the committee shall be one third of the current committee members or five members, whichever is less. This must include no less than three executive members.

4.4.3 Meetings of the committee shall be convened by a member of the executive committee. At least two days notice of a committee meeting shall be given to the members of the committee.

4.5 Term of Office of the Committee

The committee shall hold office from the last week of Trimester Two subsequent to their election until the last week of Trimester Two of the following year.

Article 5 General Meetings

5.1 Annual General Meeting

5.1.1 The Annual General Meeting of the Society shall take place annually in the month of September, at a time to be determined by the committee of the Society.

5.1.2 No less than seven days notice of the Annual General Meeting shall be given. The date and time of the A.G.M. shall be advertised by public notice within the University.

5.1.3 The quorum for an Annual General Meeting shall be two thirds of the current committee membership or twenty members, whichever is less. This must include no less than three executive members.

5.2 Extraordinary General Meetings

5.2.1 An Extraordinary General Meeting of the Society may be convened to:

- (i) Hold an election to fill a vacancy on the committee, should one arise;
- (ii) Consider a proposal to amend this constitution or any other governing instrument of the Society;
- (iii) Address any other circumstance not provided for in this constitution.

5.2.2. An Extraordinary General Meeting shall be convened:

- (i) By majority decision of the committee; or
- (ii) On foot of a submission to the committee of the Society of a petition signed by two thirds of the current member total or twenty members, whichever is less.

5.2.3 No less than seven days notice of an Extraordinary General Meeting shall be given. The date and time of the E.G.M. shall be advertised by public notice within the University.

5.2.4 The quorum for a meeting of the committee shall be two thirds of the current committee members or ten members, whichever is less. This must include no less than three executive members.

5.2.5 Two thirds of the attendees must vote in favour for a motion to be changed.

Article 6 Election of the Committee

- 6.1 The committee of the Society shall be elected at the Annual General Meeting.
- 6.2 All positions will be declared vacant prior to the election. Nominations shall close at 5pm the day prior to the A.G.M.
- 6.3 A current committee member, who is not a candidate in the election, shall be appointed by the committee, to run the election.
- 6.4 All members of the Society shall be eligible for election to the committee.
- 6.5 Candidates for each position on the committee of the Society must be nominated and seconded by members of the Society at the A.G.M.
- 6.6 All members of the Society shall be entitled to vote in the election of the committee.
- 6.7 The election of members of the committee shall take place at or directly after the A.G.M. with new position holders being announced within 48 hours of the A.G.M. Where the votes obtained by any candidate exceed the votes obtained by any other candidate for that position, they shall be deemed elected to that position. Where one member is elected for two positions, the member may choose which position they would like to fill and the candidate who obtains the next highest number of votes shall be deemed to be elected to that position.

Article 7 Resignations from the Committee

- 7.1 The resignation of any member of the committee shall be instituted by a letter of resignation to the Secretary of the Society. In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the President.

Article 8 Management of Finance

- 8.1 The finances of the Society shall be managed by the President and the Treasurer of the Society.
- 8.2 No member of the committee of the Society shall receive remuneration from the Society, or use their office for personal financial gain.

Article 9 Amendments to the Constitution

- 9.1 Amendments to this constitution may be made at an Annual General Meeting or an Extraordinary General Meeting of the Society.

Article 10 Dissolution of the Society

- 10.1 The Society may be dissolved by a two-thirds majority vote of its membership at a General Meeting. The Society may also be dissolved by decision of UNE. The Society shall fall into abeyance should it fail to validly elect a committee for [two] successive years.
- 10.2 On dissolution of the Society, its assets shall become the property of the University.