



CONSTITUTION OF THE UNE ARCHAEOLOGY SOCIETY

1. Name

The name of the association/society/club shall be the UNE Archaeology Society, herein after referred to as 'the Society'.

2. Objects

The objects of the Society shall be:

- 2.1 to encourage, foster and develop interest in, discussion of, and enthusiasm for archaeology within the University of New England (UNE) and the wider community.
- 2.2 to inspire students to engage in archaeology at UNE in a fun and friendly environment through extra-curricular events and activities.
- 2.3 to support students studying Archaeology at UNE through sharing information, facilitating discussion, providing connections, etc.
- 2.4 to support students and former students transitioning into the workplace by passing on information on relevant job opportunities, the latest research in the field of archaeology, etc.

3. Membership

- 3.1 Membership of the Society is open to all students and staff members of UNE.
- 3.2 Associate membership is open to persons, not being students or staff members of UNE, who have been approved by the Executive.
- 3.3 Associate members shall not be entitled to vote or stand for any office of the Society.

- 3.4 Membership and Associate membership fees shall be as determined from time to time by resolution of the Executive.
- 3.5 All Members and Associate members are bound by the Society's Code of Conduct (see page 5). Breaches of this code may result in disciplinary action as determined by the Executive.

4. Executive Committee

- 4.1 Subject to resolutions of a General Meeting, the management and control of the affairs of the Society shall be vested in the Executive Committee ('the Executive') consisting of at least:
 - 4.1.1 the President;
 - 4.1.2 the Vice President;
 - 4.1.3 the Honorary Secretary;
 - 4.1.4 the Honorary Treasurer; and
 - 4.1.5 the External Representative/s
- 4.2 The Executive shall hold office until their successors are formally inducted at the Annual General Meeting.
- 4.3 The Election of a new Executive Committee shall be announced prior to the commencement of Trimester 2, allowing the new Executive to commence operations during the new Trimester.
- 4.4 A quorum for a meeting of the Executive shall be half of the membership of the Executive.
- 4.5 Meetings of the Executive shall be held at least two times each academic year. Meeting may be conducted in person, electronically (such as conference calls) or both.

5. Meetings

- 5.1 The Executive shall call a General Meeting, including the Annual General Meeting (AGM), by emailing members, by providing written notice to the Clubs and Societies Coordinator of the University of New England Student Association (UNESA) (or successor body) and by electronic or other means available to the Society at least seven (7) days prior to the meeting, stating:
 - 5.1.1 the time, date, and place of meeting

- 5.1.2 the business to be transacted.
- 5.2 The AGM shall be held no later than the final day of Trimester 2 in each year and the Executive shall present to the meeting for approval an Annual report and a Financial Statement, copies of which shall be forwarded to the Clubs and Societies Coordinator/UNESA within 21 days of the AGM.
- 5.3 A Quorum for a General Meeting shall be no less than three members, including Executive members.
- 5.4 Should a quorum not be present 30 minutes after the appointed time for the AGM, the meeting shall be adjourned and the members present may appoint any convenient time, date and place for the holding of the adjourned meeting.
- 5.5 If at the adjourned AGM a quorum is not present within 30 minutes after the appointed time, the members present form the quorum.

6. Finance

- 6.1 No member shall incur any expenditure on behalf of the Society without the approval of the Executive.
- 6.2 The Honorary Treasurer shall ensure that proper records are kept of all receipts and payments made on behalf of the Society.
- 6.3 The Society must provide a copy of its financial statements to UNESA within 21 days of the AGM and any other records on request.

7. Dissolution

- 7.1 The Society may be dissolved by:
 - 7.1.1 A resolution of a General Meeting OR
 - 7.1.2 A resolution of the UNESA Board (or successor body) by virtue of the Society's continued inactivity for a period in excess of twelve (12) months;
OR
 - 7.1.3 A resolution of the UNESA Board (or successor body) if, in the Board's view, financial or other risks make this imperative. In such a case, the Board must make its reasons known to the Society's members.
- 7.2 Upon dissolution, all property of the Society shall be vested in UNESA or other body (such as an appropriate successor club) approved by the UNESA Board (or successor body).

8. Non Profit Clause

The assets and income of the Society shall be applied solely in furtherance of its above mentioned objectives and no portion shall be distributed directly or indirectly to the members of the Society except as bona fide compensation for services rendered or expenses incurred on behalf of the Society and reported in its financial statements.

9. Amendment of Constitution

This Constitution may be amended at a General Meeting or by resolution of the UNESA Board (or successor body). Members shall be advised of any amendment.



UNE ARCHAEOLOGY SOCIETY CODE OF CONDUCT

All UNE Archaeology Society Members and Associate Members shall:

1. Recognise a commitment to represent archaeology and its research results in a responsible manner;
2. Be sensitive to, and respect the legitimate concerns of all cultural and ancestral groups, including but not limited to, groups whose cultural histories are the subject of archaeological research or investigation;
3. Give appropriate credit for work done by others;
4. Give due respect to colleagues interests in, and right to, information about sites, areas, collections, etc;
5. Comply with all applicable UNE rules and codes including, but not limited to, the:
 - 5.1 Social Media Policy
<https://policies.une.edu.au/view.current.php?id=00166>
 - 5.2 Student Behavioural Misconduct Rules
<https://policies.une.edu.au/view.current.php?id=00215>
6. Report knowledge of violations of this Code to the Society's Executive Committee.

In the event of a violation of this Code being reported to the Society's Executive Committee, the Committee shall deliberate a course of action which could involve any or all of the following measures being taken:

- warning provided to the person(s) involved;
- accounts(s) of those involved being muted or removed from the Society's social media platforms; and/or
- the matter being reported or referred to the UNE Student Grievance Unit.

NB: Points 1-4 and 6 were originally derived from the Australasian Institute of Maritime Archaeology (AIMA) Code of Ethics:
http://www.aima-underwater.org.au/uploads/52708/ufiles/AIMA_Documents/AIMA_Code_of_Ethics.pdf