

# Mary White College Junior Common Room Constitution.

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## 1. Name

1.1 The name of the Club shall be Mary White College Junior Common Room (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:

- Promote the interests and maintain the traditions of the College.
- Afford a means of communication between members of the College, University and the community.
- Promote the educational, sporting, cultural and social activities of the College.
- Promote the good internal government of the College.
- Promote and maintain interaction with other colleges.
- The Club will undertake the following activities to achieve its aims:
  - a. Hosting a variety of social events for the benefit of the College and its residents.
  - b. Organising the College's participation in inter-collegiate sporting and arts competitions.
  - c. Organising other activities and events that do not go under the above heads.

## 3. Membership

3.1 The Club may levy fees on members. The amount of such fees shall be a pre-estimate of the costs incurred for the running of the Club.

### 3.2 Student Membership

Students who are currently enrolled to study at the University of New England and are residing in Mary White College 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.

### 3.3 Associate Membership

Associate Members are not eligible to hold Executive or JCRC positions, but they may vote in elections or vote at meetings of the Club. They are entitled to participate in MB/PT and SFK events representing Mary White College as well as attend JCR parties.

## 4. The Executive

4.1 The Club shall have an Executive consisting of:

- President
- Vice president/Secretary
- Treasurer

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

### 4.3 Duties of the Executive

4.4 The President shall:

- Plan the Club's activities in consultation with the Executive, and related portfolio.
- Liaise with the Executive and any Committees formed by the Club.

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

#### 4.5 The Vice-President/ Secretary shall:

- Deputise for the President.
- Conduct the correspondence of the Club.
- Book meeting rooms for the Club.
- Keep minutes of the proceedings of all Club meetings.
- Maintain the records and documents of the Club.
- Maintain a list of current members of the Club.
- Ensure an adequate handover, including any documents and materials, to the following Executive.

#### 4.6 The Treasurer shall:

- Maintain the Club's finances in accordance with the UNE Club Rules & Regulations.
- Present to the Annual General Meeting ('AGM') of the Club, a report detailing the financial activity and status of the Club.
- Ensure an adequate handover, including any documents and materials, to the following Executive.

## 5. JCR Committee

5.1 The Executive will be assisted in their duties by the Junior Common Room Committee which shall be made up of the following representatives:

- Two MB & Two PT Sports Representatives.
- Two SFK Competition Representatives.
- Two Social Representatives.
- Two First Year Representatives.
- Two Marketing and Communications Representatives.
- Two Merchandise Representatives.
- Parents and Alumni Representative.
- Health and Wellbeing Representative.
- Community and Charities Representative.
- Formal Dinners and Dining Hall Representative.
- Sustainability Representative.

5.2 The duties and functions of the JCRC shall be outlined in Appendix A.

## 6. Removal of Executive and Committee Members

6.1 This section must be interpreted considering the principles of fairness, natural justice and due process.

6.2 Attendance of Executive and JCRC members at Ordinary Meetings is obligatory. Any Executive or JCRC member who does not attend three consecutive meetings without notifying the Executive of their absence may be dismissed from their position by a two-thirds majority vote of the Executive and JCRC members in attendance at an Ordinary Meeting.

6.3 The Head of College, a Senior Leader of the College or the Executive may refer the conduct of a JCRC or Executive member to the JCRC if they believe that the JCRC or Executive member is not performing the requirements of their role as set out in Appendix D. Upon receipt of such a referral the JCRC and Executive will investigate and consider the conduct of the member. They may decide to vote on the removal of that member from their role if the conduct of the member amounts to a

consistent disregard of the duties of their position. Such a vote will require a two-thirds majority of the JCRC and Executive to be passed.

6.4 If an Executive or JCRC member is suspected to have committed conduct breaching the UNE Residential Code of Conduct or conduct that breaches the standards set out in Appendix B they may be dismissed from their position after an investigation conducted by the Head of Mary White College and other Senior Leaders of Mary White College, as appropriate. After considering the results of the investigation the Executive and JCRC may vote to dismiss the member from their position with a two-thirds majority vote.

6.5 In the case of serious misconduct (such as any conduct that would leave the member liable to being removed from the College) the Mary White Head of College may dismiss the member from their position.

## **7. Ordinary Meetings**

7.1 Ordinary Meetings shall be called at regular intervals by a member of the Executive, or by the Vice president/Secretary immediately upon receipt of the written application of at least twenty percent (20%) of the Student Members of the Club.

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

7.3 The agenda for an Ordinary Meeting shall include:

- Apologies and leaves of absence.
- Minutes of the previous meeting
- Correspondence.
- Reports of Executive Members.
- Reports of Portfolios.
- General Business.

7.4 An Ordinary Meeting of the Club has power to carry motions relating to the affairs of the Club by a majority vote of the Executive and JCRC members present, including:

- Giving direction to the Executive or JCRC.
- Determining the use of the finances and other assets of the Club.
- Instituting committees for any purpose of the Club and co-opting Club members onto any committee.
- Filling vacancies on the Executive or Junior Common Room Committee.
- Repealing motions.
- Amending the Constitution.
- Dissolving the Club.

## **8. Annual General Meetings**

8.1 The Club shall hold an Annual General Meeting ('AGM') annually in the month of September.

8.2 The AGM shall be convened for the following purposes:

- To receive a report and statement of accounts for the preceding financial period
- To announce the coming election of the JCRC for the coming term.
- To transact any other business, notice of which shall be duly submitted to the Vice President/Secretary

8.3 The Executive, shall give at least fourteen (14) clear days' notice of the time and place of the AGM through any reasonable form of communication as set out in Appendix C.

8.4 The AGM shall be chaired by the President or an Executive Member not standing for election to any position.

8.5 The agenda for the AGM shall include:

- Opening and welcome.
- Apologies and leaves of absence.
- Correspondence.
- Motions on notice.
- Annual Reports.
- President.
- Treasurer.
- Vice President/Secretary.
- Election of the Executive.
- Election of the Junior Common Room Committee.
- General business.

8.6 All financial members of the Mary White College JCR are entitled to vote at an AGM .

8.7 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.

8.8 Provisions will be made for JCR member who are not physically at college to vote in all motions they would otherwise be eligible to vote in.

## **9. Quorum and Adjournment of Meetings**

9.1 Quorum will be Five (5) members (being members entitled under this constitution to vote at an AGM). Members participating via live video or audio link are considered to be in attendance for the purpose of a quorum. A quorum will consist of 2 executives and 3 JCR Representatives in order to pass a vote in ordinary meetings.

9.2 If within half an hour after the appointed time for the commencement of an AGM 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 AGM.

9.3 If at the adjourned AGM a quorum is not present within half an hour after the time appointed for the commencement of the adjourned AGM, the members present (being at least 3) are to constitute a quorum.

9.4 The Chair of an AGM 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, unless extraordinary in nature at the Chair's discretion

9.5 If an AGM is adjourned for 14 days or more, the Executive must give written or oral notice of the adjourned meeting to the membership 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 Only Student Members shall be eligible to be candidates for election or to vote in the election.

10.2 The term of the Executive shall commence immediately following the acceptance of positions by the oncoming position-holders.

10.3 Meeting shall conclude at the close of the AGM in the following year.

10.4 The Executive shall give at least fourteen (14) clear days' notices of the time and place of the annual elections by any reasonable form of communication as set out in Appendix C.

10.5 The notice shall state:

- The day on which nominations open, which day shall be at least fourteen (14) clear days before the day of the elections.
- The day and time on which nominations close.
- The time and date of the election.
- That only Student Members living at college shall be eligible to be candidates for election.
- Only paying members of the JCR are able to vote.

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

10.7 Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Returning Officer.

10.8 The Mary White Head of College shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.

10.9 Election shall be conducted online at the Head of Mary White College and JCRC Executive's absolute discretion.

10.10 Voting shall be by secret ballot and shall be instant runoff in nature. The voting shall take place in a manner in which if an individual voter does not think an individual candidate can fulfill the requirements of the nominated position, they can leave the vote blank for that specific candidate.

10.11 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. (A casual vacancy occurs when an Executive Member is dismissed from the Executive or resigns before the term of office has expired.)

10.12 For all positions, a greater than fifty percent (50%) majority vote of confidence from voting members must be achieved for the nominated individual to be granted the position.

10.13 Executive position of President requires 1 year of leadership experience. In order to be considered for the President's position, an individual must have held a leadership position and have adequate experience at a UNE College. However, if these criteria cannot be met, or there are fewer than three applicants who meet this criteria, other applications can then be considered.

## **11. Alterations 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:

- Written notice of proposed changes has been given to the Executive not less than seven (7) clear days before such a meeting.
- Said changes do not contravene UNE Club Rules & Regulations or the University of New England policies.
- The Vice President/Secretary, or Executive, has given at least seven (7) clear days notice of those proposed changes to all members by any reasonable form of communication as set out in Appendix C.
- 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,
- UNE Life Student Experience receive the amendments and the amendments are ratified by the Mary White Head of College

11.2 Constitutional amendments do not become effective until approved by the Mary White Head of College.

11.3 Amendments to the annexes to the constitution may be made by an Ordinary vote of the JCRC and Executive.

11.4 Grammatical or spelling amendments may be made by an Ordinary vote of the JCRC and Executive.

## **12. Assets and Finances**

12.1 All property of the Club shall be vested in the Executive and shall be dealt with in such a 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, 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**

1. 13.1 The Club may be dissolved by resolution of a two-thirds majority vote of those members present and voting at an Ordinary Meeting. If on the dissolution there remain any monies or property, real or personal, they shall be held on trust by the Head of Mary White College, at their absolute discretion, for a period of up to two (2) years. If the Club has not reformed in this time, the funds will be reallocated to other student services within the University. If the Club does reform during this time, these funds will be returned to the JCR account.

### **Reformation of the JCR**

The new committee would have to approach UNE life with a full executive, declaring a club to be reformed under the JCR name with 2 extra JCRC members (3 executive and 2 regular members). These people should have a new and functioning Bank account for the funds to be placed.

The funds from the old JCR, if within the two (2) year period, would be returned to the new committee.

## **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 on trust by the Head of Mary White College, at their absolute discretion for a period of three (3) years and will be returned to the Club should it reform.

## **15. Recognition and Affiliation**

15.1 The Club 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

## 16. Signatures

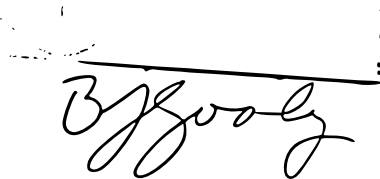
President's Signature



Vice President/Secretary's Signature



Head of Mary White College





## **Appendices**

### **Appendix A**

#### **MB/PT Representatives**

Responsible for the sporting aspects of college, liaising with SportUNE, liaising with the other MB/PT representatives from other colleges and liaising with the wider community regarding sport. They have the power to designate college reps for each sport, i.e., weekly sports run by SportUNE. Organising events based on what is assigned by SportUNE.

#### **Social Representatives**

Responsible for the social aspects of College. Liaising with head of college and Executive to organise events of both an alcoholic and non-alcoholic nature. Assisted by the RL assigned to this portfolio.

#### **SFK Representatives**

Responsible for the cultural and arts aspects of College. They liaise with other SFK representatives, SFK Convenor and with the wider Armidale community. Organising events based on what the SFK committee tell the reps to run.

#### **Fresher Representatives**

Responsible for conveying the concerns of the first-year students to the JCRC. Also organises the yearly Fresher event and acts as a general delegate to the JCRC, able to assist with a wide range of activities.

#### **Merchandise Representatives**

Responsible for designing, commissioning, and selling the college merchandise. Assisted by the RL assigned to this portfolio.

#### **Parents and Alumni Representative**

Responsible for liaising with the Senior Common Room and offering opportunities for the SCR members to integrate within the college. Responsible for organising Parents Weekend. Assisted by the RL assigned to this portfolio.

#### **Health and Wellbeing Representative**

Responsible for promoting the Health and Wellbeing of college residents through events and information. Assisted by the RL assigned to this portfolio.

#### **Community and Charities Representative**

Responsible for promoting interaction between the college residents and the wider community through organising and providing information regarding charitable and community events. Assisted by the RL assigned to this portfolio.

#### **Formal Dinners and Dining Hall Representative**

Responsible for liaising with the college's catering company and ensuring that the concerns of residents are heard. Responsible for the administration of formal dinners at the college. Assisted by the RL assigned to this portfolio.

#### **Marketing and Communications Representatives**

Responsible for producing the weekly college newsletter and promoting the activities of the college through social media. Assisted by the RL assigned to this portfolio.

### Sustainability Representative

Responsible for liaising with the relevant UNE committees and organisations regarding sustainability within and outside of college. Assisted by the RL assigned to this portfolio.

### Appendix B

In addition to breaches of the Residential Code of Conduct, the following actions may be cause for the removal of a JCRC or Executive member:

- Bringing the college or the JCR into disrepute.
- Fraternization with MWC first-year students before the end of term 1 trimester 1.
  - In order to preserve and establish good relationships as well as avoid any power imbalances between JCRC and First-Years before the allowed time period.
  - Exemptions can be made if the relationship is discussed with and approved by the Mary White Head of College.
  - This fraternisation rule is not applicable to the Fresher Representatives
- Any breaches of the law of NSW or Australia.

### Appendix C

Reasonable forms of communication are forms of communication that a reasonable person would use in the position of that reasonable person; they include *inter alia*:

- Oral Communication.
- Email.
- Text Message.
- Phone Call.

### Appendix D

Award as listed under the JCR constitution:

- Sportsman of the Year
- Sportswoman of the Year
- MB Participation
- PT Participation
- SFK Performer
- SFK Participation
- JCR Award