

CONSTITUTION OF THE UNIVERSITY OF NEW ENGLAND

OUTDOOR ADVENTURE CLUB

Application

1. This Constitution and any regulations made under it, is in all respects subject to the Constitution of SportUNE Limited and to the provisions of the *University of New England Act, 1993*.

Name

2. The Club shall be called University of New England Outdoor Adventure Club (the Club).

Aim and Objects

3. The aim of the Club is to encourage, develop, and promote Adventure Sports at the University of New England (the University) by implementing the following objects:
 - (a) Improve the standard of Adventure Sports within the University
 - (b) Arrange and facilitate competition within the University (where applicable)
 - (c) Select teams to represent the University (where applicable)
 - (d) Arrange regular competition for the Club teams (where applicable)
 - (e) Arrange all such things ancillary to the attainment of its objects, including affiliation, where practicable, with the relevant regional and state organisations.

Membership

4. Membership is open to the community however to constitute a UNE Sporting Club a minimum over 85% of club members must be UNE Students.

The Committee

5. The functions of the Club will be managed by a Committee elected annually under this Constitution. The Committee:
 - (a) Will control and manage the affairs of the Club in accordance with this Constitution;
 - (b) Has power to do all things necessary or desirable to further to aim and objects of The Club;
 - (c) May make regulations, not inconsistent with this Constitution for the proper management of the Club.
6. The Committee will have a membership of four(4) members:
 - (a) the Executive Members
7. The Executive Members are:
 - (a) President
 - (b) Vice President
 - (c) Secretary
 - (d) Treasurer.
8. The Committee members shall have the powers and duties decided from time to time by the Committee in addition to their regular duties and responsibilities.
9. Subject to this Constitution, each member of the Committee remains on the Committee until his or her position is declared vacant at the next AGM. The member is eligible for re-election for their previously held or different position without restriction.

10. In the event of a casual vacancy on the Committee, the Committee must co-opt a Member to fill the vacancy until the next AGM or until another member is co-opted in their place.

Election of the Committee

11. Committee members shall be elected at the AGM.
12. Nominations of candidates for election as Committee members should be:
 - (a) Made in writing
 - (b) Delivered to the Secretary not less than five days before the date fixed for the AGM.
13. In addition nominations may be received from the Members present at the AGM.
14. If only one nomination is received for a particular position on the Committee, that nominee shall be deemed to be elected to that position.
15. If more than one nomination is received for a particular position on the Committee, the position shall be decided by a ballot (secret or open, at the discretion of members) of the Members present at the AGM. In the event of a ballot for any position or positions being necessary then the method to be used will be the 'first past the post' system.
16. If no nominations are received for a position on the Committee following the above procedures, that position becomes a casual vacancy (as covered by point 10).

Committee Meetings

17. At least 24 hours notice of Committee meetings must be given to members of the Committee.
18. A quorum for meetings of the Executive is three (3) Executive members. A quorum for meetings of the Committee is four (4) Committee members.
19. The Secretary must ensure that minutes of proceedings of all meetings of the Committee and the Club are appropriately maintained.

Meetings:

Annual General Meeting

20. The Committee will cause an AGM of the Club to be held each year, the main purpose of which will be to report to the Members regarding the financial affairs of the Club and to elect new Committee members.
21. The AGM must be held before the 10th day of Trimester Two in each year unless otherwise determined by the Committee and then only in special circumstances.
22. At least five (5) days notice of the AGM must be given to all Members. Such notice must:
 - (a) Be in writing (e-mail).
 - (b) Specify the business of the meeting.
 - (c) Call for nominations for appointment of Committee members for the following year.
23. The quorum for the AGM is not less than five (5) members, this includes executive members.

24. The Secretary must ensure that a record of attendance and minutes of proceedings of all meetings of the Club are appropriately maintained and forwarded to the SportUNE Board of Directors within 14 days of the meeting.

General Meetings

25. A General Meeting may be held at any time by the Committee or upon receipt by the Committee of a request in writing approved by at least three (3) Members setting out clearly the business to be discussed.
26. At least five (5) days notice of a General Meeting must be given to Members specifying the business to be discussed at the General Meeting.
27. The quorum for a General Meeting is not less than five (5) Members, this includes executive members.

Conduct of Meetings

28. The President, or in his or her absence, the Vice-President, shall chair all meetings of the Club.
29. The Chairman of all meetings has a casting vote at such meeting if necessary to break a deadlock.
30. All meetings shall be conducted in accordance with commonly accepted formal procedure under the control of a Chair. Unless otherwise provided in this Constitution decisions shall be made on simple majorities.

Funds, Accounts and Reports

31. The Club may levy fees on Members. The amount of such fees shall not be excessive.
32. The Club is not authorised to raise funds by loans or to seek overdrafts. SportUNE may, upon the request of the Club, and in exceptional circumstances, approach the Council of the University for such purposes.
33. The Club is not authorised to open a banking account. The Club will be entitled to have a separate subaccount identified as # Club sub-account within the SportUNE bank account. All money received by the Club must be deposited within 7 days of receipt if exceeding fifty dollars and without deduction to the credit of the Club's sub-account within the SportUNE bank account.
34. The funds of the Club must be used in pursuance of the aim and objects of the Club in such manner as the Committee determines from time to time and will be sourced from membership fees, interest, sponsorships, donations, and otherwise as determined by the Committee from time to time.
35. All cheques and other negotiable instruments to be drawn on the Club's sub-account through SportUNE, must be requisitioned by at least two members of the Committee authorised to do so by the Club at the time of a meeting and forms submitted to SportUNE at the earliest opportunity.
36. All property acquired by the Club shall be charged to an inventory and shall be accounted for annually. Property so acquired and held shall be held in trust for SportUNE.
37. Proper books of account shall be kept in relation to funds and property in respect of the financial year of the Club which shall end on 31 December of each year.
38. A statement of the previous year's petty cash account together with the relevant supporting documents and a budget of expenses for the following year shall be submitted to SportUNE annually on or before 15 October of each year.

39. A report of the Club's activities during the previous year shall be submitted to SportUNE annually on or before 15 October of each year.
40. The individual Members of the Club are not entitled to share in the profits of the Club by way of distribution in money or property or otherwise, and dividends shall not be paid out of funds or property.

Alteration

41. A request by the Club to amend this Constitution must be forwarded to SportUNE for approval if the motion proposing the alteration is agreed to by at least two-thirds of the Members present at a General Meeting.

Dissolution

42. The Club may be dissolved by special resolution at a General Meeting. Should there be insufficient members of The Club to form a quorum at a General Meeting, a resolution to dissolve may be forwarded to the SportUNE for confirmation. In the event of dissolution all property, real and personal held by the Club shall revert to SportUNE.

Administration

43. Policy and Plans: It shall be the personal responsibility of the President to ensure that proposals are brought before the Committee annually to provide for the continuity of administration despite the possible changes in Committee members and for the formulation of a detailed program of events covering the following academic year.
44. Correspondence: The Secretary shall be responsible for the maintenance of the Club's files. The Secretary shall ensure that all incoming correspondence is filed and acknowledged or answered in detail within 7 days or receipt; and the Secretary shall file a copy of all outgoing correspondence.
45. Regulations: A copy of all regulations made pursuant to Rule 5 of the Constitution shall be deposited with the SportUNE. No regulation shall be effective until acknowledgement of its receipt by the SportUNE has been received by the Club.

Interpretation

46. The Committee of the Club shall be responsible for interpreting and applying this Constitution. An appeal against any interpretative decision may be made to SportUNE if the majority of members in General Meeting so decide.

Enactment

47. This Constitution is effective from 31/3/2016 by virtue of Resolution No. [] of the board of directors of SportUNE.

CONFIRMED

For SPORTUNE Limited

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Chief Executive Officer

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President