Model Clubs Constitution

1. Name
The name of the Club/Society/Association shall be:

2. Aims and Objectives

3. Membership
a) Membership shall be open to all students of RMIT
b) Office bearers must be members of the RMIT Student Union
c) Associate membership shall be open to staff and non-students
d) Student union members will be given 50% discounts for club membership and at least 20% discount to club events.

4. Office bearers
The Club/Society/Association shall be governed by a Committee of office bearers that shall be elected at the Annual General Meeting. The Committee shall consist of the President, Vice-President, Secretary and Treasurer and other portfolio committee members as deemed by the club membership.

5. Powers of the office bearers
a) The office bearers shall have control over the finances and activities of the club.
b) The Committee is at all times bound by the decisions of a club general meeting. Any Committee decision may be overturned by a club general meeting.

6. Annual General Meeting
There shall be one Annual General Meeting every calendar year, which shall be held during the academic period. At the meeting:
a) written reports shall be presented by the executive;
b) ratification of the club’s constitution;
c) financial report will be presented;
d) new office bearers will be elected; and
e) Other business and other motions may be moved.

7. Other meetings
a) the club can have general meetings throughout the year.
b) If fifteen members, or one third of the membership, whichever is smaller, should petition the committee for a general meeting, such a meeting must be held within fifteen academic days, at a date set by the committee.
8. Quorum
a) At an Annual General Meeting, a minimum of 10 members or 1/3 of the membership.
b) At a committee meeting shall be ½ the elected committee members plus one to the nearest whole number.

9. Notice of meetings
a) The Committee shall be required to give at least five academic days notice of a General Meeting or Annual General Meeting. Such notice must, as a minimum, be email notification.

10. Voting
a) Voting in all meetings shall be democratic, with a simple majority sufficing for the passage of a motion. All tied motions are lost. No proxy voting shall be permitted.
b) Constitutional changes require a simple majority of members voting at a Special General Meeting or Annual General Meeting, and take effect from the end of the meeting. These constitutional motions must be presented in writing to the committee at least five academic days before the meeting, and notice of these shall be given to the membership. Constitutional changes shall be approved by the Clubs and Societies Officer (student) before they are presented to a general meeting.

11. Dismissal or expulsion from club
a) The process for dismissing a Committee member can begin with a motion of the committee, or a petition bearing the names of at least ten members of the club. At the next general meeting or Annual General Meeting, a motion shall be put to dismiss the Committee member, provided that at least five academic days notice has been given to the membership and to the member concerned in writing. If this passed by a two thirds majority, that committee position will become vacant and a new election held immediately. The committee member to be impeached will be given at least seven minutes to speak before the vote is taken.
b) The process to expel a club member can begin with a motion of the committee or a petition with the names of at least ten club members. The procedure is the same as for the impeachment except that the result is the voiding of the person’s membership. No member may be expelled on the ground of race, sex, religion, sexual orientation or political views.

12. Finance
a) Records of all club income and expenditure (including all receipts) must be kept by the treasurer.
b) All club funds must be lodged in a bank account nominated by the Clubs and Societies Officer of the student union.

13. Responsibility/Disclaimer
a) RMIT Student Union accepts no responsibility for actions or decisions taken by a club committee and office bearers shall be deemed responsible for all decisions made for or on behalf of the club.
b) The RMIT Student Union accepts no responsibility for any financial debts or liabilities incurred by the club.