

Schedule Fourteen

Model Constitution

Affiliated Bodies

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Preliminaries

- 2.0 The club or society shall be called UQ Chess Club
- 2.1 The club or society is an associated body of the University of Queensland Union (UQ Union) in the category of choose an item
- 2.2 The club or society must operate in accordance to this constitution.
- 2.3 The club or society shall be answerable to the Clubs and Societies Committee of the UQ Union.
- 2.4 The club or society shall be overseen by the Clubs and Societies Department of the UQ Union in any manner approved by the Clubs and Societies Committee.

Aims and Objectives

- 3.0 The aims of the club or society are:
 - To promote chess at the University of Queensland;
 - To nurture the growth of chess at the University of Queensland; and
 - To foster an inclusive environment for marginalised students.
- 3.1 The assets and income of the club or society must be applied solely to the above-mentioned objectives and no portion shall be distributed directly or indirectly to the members of the club or society except as bona fide compensation for services rendered or expenses incurred on behalf of the club or society.
- 3.2 The club or society shall not adopt aims or objectives, which would bring it under the jurisdiction of the University of Queensland Sports Association (UQ Sport).
- 3.3 The club or society must adopt and follow the UQ Union Clubs and Societies Code of Conduct.
- 3.4 The club or society must comply with all anti-discrimination legislation in all its activities and procedures.

General Membership

- 4.0 Membership of the club or society is open to:
 - any student of the University of Queensland;
 - any University of Queensland Academic Staff Member; and
 - any other members of the University or wider community interested in the club or society's activities.
- 4.1 The club or society shall have no less than:
 - Thirty (30) financial members for St Lucia based clubs: or
 - Ten (10) financial members for Gatton or Herston based clubs.
- 4.2 No fewer than seventy percent (70%) of the club or society's financial members must be University of Queensland students.
- 4.3 Contact details for members of the club must remain with the club executives and UQ Union and are not being given or sold to any other person without permission.
- 4.4 The club must comply with all anti-discrimination legislation in all its activities and procedures.

Membership Fees

- 5.0 The club or society may determine their membership fees, however, the fee must not be less than two dollars (\$2) per annum.
- 5.1 Annual membership of the club or society shall expire on the last day of February of the year following the payment of the membership fee.
- 5.2 If the club or society chooses to provide multi-year memberships, the fee charge cannot total less than two dollars (\$2) per year of membership.

Membership of the Management Committee

- 6.0 The Management Committee of the club or society must consist of a minimum of a:
- President;
 - Secretary; and
 - Treasurer.
- 6.1 All three of the Top 3 positions, must be current and enrolled students of the University of Queensland.
- 6.1 The President, Secretary, and Treasurer positions must all be held by a single current student of the University of Queensland.
- 6.2 At any General Meeting, the club or society may create additional positions on the Management Committee, held by one or more members of the club or society.
- 6.3 All additional positions of the Management Committee shall exist until destroyed at a future General Meeting.
- 6.4 No member may hold more than a single position on the Management Committee.
- 6.5 Other Executive Committee positions may be community members, staff or non-UQ students.
- 6.6 No member may hold more than a single position on the Executive Committee.

Termination of Membership

- 7.0 A member may resign from the club or society at any time by giving notice in writing to the secretary.
- 7.1 Such resignation may take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on the later date.
- 7.2 It is at the discretion of the club as to whether the membership fee is refunded.
- 7.3 The club or society Management Committee shall consider whether the member's membership should be terminated if the club or society member:
- fails to comply with any of the provisions of the Constitution;
 - has membership fees in arrears;
 - violates the club or society's Code of Conduct; or
 - acts in a manner considered to be injurious or prejudicial to the character or interests of the club or society.
- 7.4 The member concerned shall be given full and fair opportunity of presenting the members case and if the management committee resolves to terminate the membership it shall instruct the secretary to advise the member in writing accordingly.

Register of Members

- 8.0 The Management Committee must keep a register of the club or society's members, including each member's:
- name;
 - student number (if applicable);
 - e-mail address; and
 - date of membership.
- 8.1 Particulars shall also be entered into the register of resignations, terminations and reinstatement of membership and any further particulars as the management committee or the members at any general meeting may require from time to time.
- 8.2 The register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection and a copy provided for the Clubs and Societies department each semester.
- 8.3 The membership register of the club or society must remain with the club or society executive committee and UQ Union and must not be given or sold to any other person without permission of the members.

Membership of Management Committee

- 9.0 The management committee of the Club/Society shall consist of a president, secretary, and treasurer, all of whom shall be members of the Club/Society, and any other members the club or society may from time to time, elect. Membership of the management committee shall not be restricted other than by being a member of the University of Queensland Union.
- 9.1 At the annual general meeting of the Club/Society, all the members of the management committee for the time being shall retire from office but shall be eligible upon nomination for re-election.
- 9.2 The election of officers and other members of the management committee shall take place in the following manner:
- a) any two (2) members of the Club/Society shall be at liberty to nominate any other member to serve as an officer or other member of the management committee.
- (b) the nomination, which shall be in writing and signed by the member and the member's proposer and seconder, shall be lodged with the secretary at least fourteen (14) days before the annual general meeting at which the election is to take place.
- (c) a list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Club/Society for at least seven (7) days immediately preceding the annual general meeting.
- (d) balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
- (e) at the commencement of such meeting, nominations may be taken from the floor.
- (f) any informality or irregularity in the elections must be brought to the attention of the Clubs and Societies Administration Officer within fourteen (14) days of the elections.
- (g) in the case of a secret ballot, the assembly will select a returning officer, who shall be responsible for ensuring the orderly running elections.

Resignation or removal from office of member of the Management Committee

- 10.1 Any member of the management committee may resign from membership of the management committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Club/Society where that member shall be given the opportunity to fully present the member's case
- 10.2 The question of removal shall be determined by a vote of 60% majority of the members present at such a general meeting and must be endorsed by the Clubs and Societies committee.
- 10.3 There is no right of appeal against a member's removal from office under this section.

Vacancies on Management Committee

- 11.0 The management committee shall have power at any time to appoint any member of the Club/Society to fill any casual vacancy on the management committee until the next annual general meeting.
- 11.1 The continuing members of the management committee may act notwithstanding any casual vacancy in the management committee, however if their number is reduced below the number fixed as is necessary for quorum of the management committee, the continuing member or members may act for the purpose of increasing the number of members of the management committee to that number required to achieve quorum or by summoning a general meeting of the association, but for no other purpose.

Functions of the Management Committee

- 12.0 Except as otherwise provided by these rules and subject to resolutions of the members of the Club/Society carried at any general meeting the management committee:
 - (a) shall have the general control and management of the administration of the affairs and funds of the Club/Society
 - (b) shall have authority to interpret the meaning of these rules and any matter relating to the Club/Society on which these rules are silent.
- 12.1 The management committee may exercise all the power of the Club/Society to raise or secure the payment of money in such manner as the members of the Club/Society may think fit and secure the payment or performance of any debt, liability or other engagement incurred or to be entered into by the Club/Society in any way.
- 12.2 The management committee will take full responsibility for all publications produced by the Club/Society or by any of its members.

Meetings of the Management Committee

- 13.0 The Management Committee shall meet at least once every two calendar months to exercise its functions.
- 13.1 Meetings of the Management Committee shall be called by the Secretary with seven (7) days' notice.
- 13.2 The secretary and/or their nominee for the meeting must keep an accurate record of resolutions passed at all management committee meetings.
- 13.3 At every meeting of the management committee a simple majority of 50% of members plus one (1) elected and/or appointed to the management committee as at the close of the last general meeting of the members, shall constitute a quorum.
- 13.4 Questions arising at any meeting of the management committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 13.5 A member of the management committee shall not vote in respect of any matter in which the member is financially interested, or any matter arising, and if the member does so vote the member's vote shall not be counted.
- 13.6 The President shall preside as chairperson at every meeting of the Management Committee. If there is no President, or if at any meeting the President is not present within ten (10) minutes after the time appointed for holding the meeting, or if the President has advised the Secretary or other members of the Management Committee of an inability to attend the meeting, or if the President is unwilling to act, then the members of the Management Committee must appoint any member of the Management Committee to be chairperson pro tempore of the meeting.
- 13.7 If within thirty (30) minutes from the time appointed for the commencement of, or if a continuous period of thirty (30) minutes during, a Management Committee meeting quorum is not present, the meeting shall lapse.
- 13.8 In any other case, it shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the management committee may determine. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- 13.9 A special general meeting of the management committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third (1/3) of the members of the management committee. The requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted.
- 13.10 No less than fourteen (14) days' notice shall be given by the secretary to members of the management committee of any special meeting of the management committee.

Delegation of Powers of Management Committee

- 13.11 The Management Committee may delegate any of its powers to a subcommittee consisting of such members of the club or society as the Management Committee sees fit.
- 13.12 Any subcommittee formed will exercise the powers in line with any regulations that may be imposed on it by the Management Committee.
- 13.13 A subcommittee may elect a chairperson and minute-taker of its meetings.
- 13.14 If no such chairperson is elected, or if at any meeting the chairperson is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one (1) of their number to be chairperson of the meeting.
- 13.15 A subcommittee may meet and adjourn, as it thinks proper.
- 13.16 Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

Resolutions of Management Committee without meeting

- 14.0 A flying minute signed by members of the Management Committee shall be as valid as effectual as if it had been voted in favour of by those members at a meeting of the Management Committee duly convened and held and attended by all members of the Management Committee.
- 14.1 Any such resolution may consist of several documents in like form, each signed by the relevant members of the Management Committee.
- 14.2 A flying minute may be digitally signed by any method the Management Committee deems appropriate.
- 14.3 A member of the subcommittee shall not vote in respect of any matter in which the member is financially interested, more so than a typical member of the club or society, or any matter arising thereout, and if the member does so vote that member's vote, shall not be counted.
- 14.4 Between each meeting of a subcommittee, the chairperson and minute-taker of that meeting must provide the Secretary with the minutes of that meeting.
- 14.5 A subcommittee may resolve to refer a matter to the Management Committee.

First Annual General Meeting

- 15.0 The first an annual general meeting must be held within twelve (12) months after the day the club/society is fully affiliated.

Annual General Meetings

- 16.0 The club or society must hold an Annual General Meeting in October each year.
- 16.1 Must be held at least once per calendar year.
- 16.2 Be held after the submission and approval of the financial audit (September).
- 16.3 No less than fourteen (14) days' notice in the form of an agenda which includes the date, time and location of the meeting must be given to all financial members.
- 16.4 No less than seven (7) days' notice in the form of an agenda which includes the date, time and location of the meeting must be given to the clubs and societies department.
- 16.5

The following business must be transacted at every annual general meeting:

the receiving of the statement of income and expenditure, assets and liabilities for the last financial year prepared by the treasurer

the receiving of reports from the president and the secretary

the receiving of the auditor's report on the financial affairs of the Club/Society for the last financial year

the presenting of the audited statement to the meeting for adoption

the election of members of the management committee

the minutes of the meeting and relevant supporting documentation, shall be forwarded to the Clubs and Societies department within 21 days of the meeting.

where there is a tied vote, the issue will be deemed to have been resolved in the negative.

Special General Meeting

- 17.0 The secretary shall convene a Special General Meeting by sending out notice of the meeting within fourteen (14) days of:
- (a) being directed to do so by the management committee
 - (b) being given a requisition in writing signed by not less than one-third (1/3) of the members presently on the management committee or from ordinary members not less than double the number of members presently on the management committee plus one (1).
 - (c) being given a notice in writing of an intention to appeal against the decision of the management committee to reject an application for membership or to terminate the membership of any person
 - (d) A requisition mentioned in subsection 17(b) shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted.

Quorum at General Meetings

- 17.1 A quorum of five per cent (5%) of the full membership must be present for the meeting to be deemed valid.

Notice of General Meetings

- 17.2 The Secretary shall convene a General Meeting by giving no less than fourteen (14) days' notice in writing of any such meetings to the members of the club or society, and the Clubs and Societies Department.
- 17.3 The manner by which such notice shall be given shall be determined by the management committee.
- 17.4 Notice of a General Meeting shall clearly state the nature of the business to be discussed.

Procedure of General Meetings

Unless otherwise provided by these rules, at every general meeting:

- 18.0
- (a) the president shall preside as chairperson, or if there is no president, or if the president is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the vice-president shall be the chairperson or if the vice-president is not present or is unwilling to act then the members present shall elect one of their number to be chairperson of the meeting
 - (b) the chairperson shall maintain order and conduct the meeting in a proper and orderly manner
 - (c) every question, matter or resolution shall be decided by a majority of votes of the members present
 - (d) every resolution must be minuted.

Alteration of Rules

- 19.0 These rules may be amended or added to from time to time by a special resolution carried at any general meeting.
- 19.1 However any amendment or addition is valid only if it is registered by the president and approved by the Clubs and Societies committee.
- 19.2 A special resolution is passed at a meeting if:
- (a) of the entitled members of the Club/Society who vote in person or (if proxies are allowed) by proxy at a meeting, not less than three quarters (3/4) vote in favour of the resolution; and (ii) any additional requirements of the constitution relating to the passing of a special resolution have been met.
 - (b) A resolution is not to be considered to have been passed as a special resolution under sub-section (2) unless not less than twenty-one (21) days' notice has been given in accordance with the rules to all of the entitled members of the Club/Society specifying the intention to propose the resolution as a special resolution.
 - (c) At any meeting at which a special resolution is submitted, a declaration by the chairperson that the resolution has been carried is conclusive proof of the fact unless a poll is demanded.
 - (d) In this section, "entitled member" means a member of the club or society who is entitled under the rules of the association to vote.

Funds and Accounts

- 20.0 The funds of the club or society must be kept in the name of the club or society in the University branch of the Commonwealth Bank. The club or society shall operate a single account only. Exceptions to this can only occur with the specific approval of the clubs and societies committee.

- 20.1 Proper books and accounts shall be kept and maintained either in written, printed or digital form in the English language showing correctly the financial affairs of the club or society and the particulars usually shown in books of a like nature.
- 20.2 All monies shall be deposited in total as soon as practicable.
- 20.3 All amounts shall be paid by cash or bank transfer authorised by any two (2) of the President, Secretary, Treasurer, or other member of the club or society authorised from time to time by the members of the club or society at any General Meeting or the Clubs and Societies Committee.
- 20.4 The Management Committee shall determine the amount of petty cash that shall be kept.
- 20.5 All expenditure shall be approved by the Management Committee.
- 20.6 As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing the particulars of:
- (a) the income and expenditure for the financial year just ended
 - (b) the assets and liabilities at the close of that year.
- 20.7 The accounts of the club or society must be audited prior to, and the results presented at, the Annual General Meeting of the club or society.
- 20.8 The auditor must examine the statement prepared by the Treasurer and report on it to the Secretary before the next Annual General Meeting.
- 20.9 The income and property of the club or society must be used solely in promoting the objectives of the club or society and exercising the powers of the club or society.

Dissolution Clause

- 21.0 In the event of the club or society being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes which is not carried on for the profit for gain of its individual members.
- 21.1 The management committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club/Society.