



**University of Queensland ALP Club**

**The Constitution**



## **Constitution of the University of Queensland ALP Club**

*founded by members at the Inaugural General Meeting of the University of Queensland ALP Club held on the 3rd day of November 2000.*

## **The Constitution**

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## Part 1 Preliminary

### 1. Statement of Recognition

*The Club acknowledges and honours the Turrbal and Jagera peoples of Brisbane as the traditional custodians of these lands on which the University campuses are located.*

*The Club acknowledges and respects the ongoing relationship that the Aboriginal and Torres Straight Islanders, as the first people and traditional custodians, have with the lands and waters as sustaining elements of life.*

*Traditionally, Aboriginal culture and spirituality supports the bringing together of people into a united community. The University provides an opportunity for all people to come together to learn and discover their world. The Club aims to continually create a safe and inclusive environment, which enables all students to get connected to their own greatness and to their communities.*

*Therefore, it is important that the Club recognises and honours Aboriginal culture, spirituality and the sacred relationship that the Aboriginal people, as the traditional custodians, have to these lands and waters in this place in which we live.*

### 2. Name

- (a) The Club shall be called the University of Queensland ALP Club.

### 3. Objects of the Club are –

- (a) To provide a forum for the discussion and understanding of constitutional democratic and social democratic thought.
- (b) To provide critical support for Labor Governments.
- (c) To provide critical support for progressive extra-parliamentary social and political movements.
- (d) To participate in the University of Queensland Union and all other facets of student representation at the University of Queensland.
- (e) To encourage participation in student representation at an inter-campus, State and National level.
- (f) To encourage commitment to the principles of liberal, social, and constitutional democracy.

- (g) To promote unionism, including trade unionism and student unionism.
  - (h) To encourage involvement in the broader labor movement through involvement in the Australian Labor Party and/or other dimensions of the union movement.
  - (i) To encourage active engagement and social recruitment.
  - (j) To develop an understanding of participatory and representative forms of decision-making processes.
  - (k) To promote a club for members to develop skills in speaking, debating and administration.
  - (l) To provide a commitment to a club of internal pluralism and external cohesion.
  - (m) To promote social activities on the campuses of the University.
  - (n) To be an inclusive club that opposes all forms of discrimination.
  - (o) To promote inclusivity and rules that advances the equal participation of women.
4. The income and property of the Club shall be applied solely towards the promotion of the objects of the Club and in good faith in accordance with this Constitution and any Rule that may be adopted by the members or the Management Committee.
5. The Club shall not be –
- (a) Affiliated to the Australian Labor Party.
  - (b) be bound by any decision originating from party units or governing bodies of the Australian Labor Party.
6. Interpretation
- (a) Definitions
    - (i) **Member** means any person whose application for membership has been accepted by the Management Committee upon receipt of payment of the annual membership fee or appointed a Life Member.
    - (ii) **Student** means any person who is enrolled as an undergraduate, postgraduate or postdoctoral student at the University of Queensland.
    - (iii) **University staff** means any person who is currently employed by the University of Queensland.
    - (iv) **Life member** means any person who has been appointed by the President and confirmed by a General Meeting to be a member in perpetuity.

- (v) **Supermajority** is two-thirds of all eligible members present and voting at meeting of the club.
- (vi) **Absolute majority** is half of all members plus one.
- (vii) **Simple majority** is half of all eligible members present and voting plus one at meeting of a club.
- (viii) **Management Committee extraordinary member** is a voting member of the Management Committee who exercises functions and assume responsibilities set out in this Constitution. They are the President, Vice President, Secretary and the Treasurer.
- (ix) **Management Committee ordinary member** is a voting member of the Management Committee elected by the members.
- (x) **Management Committee honorary member** is an ex-officio and non-voting member of the management committee who may be appointed by the President and confirmed by the Management Committee or a General Meeting.
- (xi) **General Meeting** is the supreme decision making committee and is an ordinary meeting of all members.
- (xii) **Quorum** is fifteen per cent of all members plus one, unless specified otherwise in this Constitution. If there is less than this number at a meeting, any resolution, motion or elections will have no effect.

## Part 2 Membership

7. Membership is open to any natural person who is any of the following –
  - (a) Student of the University of Queensland.
  - (b) Member of the University staff.
  - (c) Alumni member or wider community interested in Clubs activities.
8. Any committee of the club shall not make any resolution, which would bring it under the jurisdiction of the University of Queensland Sports Association (UQ Sport)
9. Application for membership
  - (a) Membership will take effect upon acceptance of the membership application by a simple majority of the next ordinary meeting of the Management Committee.
  - (b) The membership shall last for a period of twelve months or until the Market Day for Semester One as set out in the University of Queensland's Academic Calendar approved by the Senate – which ever falls first.
  - (c) The Management Committee may reject, hold over or impose conditions on a membership application if the committee is satisfied –
    - (i) The applicant will not conduct themselves in accordance with the objects of the club set out in this Constitution.
    - (ii) The applicant has been terminated previously or they are currently suspended from being a member.
  - (d) Membership application fees due –
    - (i) The minimum annual membership fee is two dollars and the fixed annual membership fee shall be determined by the Rules.
    - (ii) The membership fees shall be payable upon applying to joining the Club.
10. The President may nominate any person to be a Life Member for exemplary contributions to the Club.
  - (a) The President's nomination must be confirmed by a General Meeting and received by the Secretary prior to fourteen days' notice being given for the meeting.
  - (b) Notice of the President's nomination must be given in addition to the agenda for the General Meeting.

- (c) Life Members are recorded in Schedule of the Constitution and are afforded all rights and responsibilities of membership set out in this Constitution. Life members are not required to pay annual fees.

11. Members have the following rights and responsibilities –

- (a) A right to be franchised to vote at any General Meeting.
- (b) A right to receive notice from the Secretary in relation to General Meetings or any matter of club business.
- (c) A right to appeal any decision of the Management Committee, General Returning Officer or other committee to the Constitutional Review Committee.
- (d) A right to request and receive in a reasonable period of time –
  - (i) Copies of the Constitution and the Rules.
  - (ii) Copies of minutes of any meeting of the Management Committee or a General Meeting.
  - (iii) Financial Statements for any financial period.
- (e) A responsibility to disclose pecuniary interest in a matter that is being considered at a General Meeting, or by the Management Committee or by a sub-committee. A member must disclose the nature of their interest to the Secretary as soon as practicable after the relevant facts come to the member's attention, and not take part in any deliberations or decisions on that matter.
- (f) Any right, privilege or obligation of a person as a member cannot be transferred to another person and terminates on person's cessation of membership, except in the case of proxies, which may only be appointed in accordance with the Rules.

12. Circumstances when membership will cease –

- (a) A member may resign at any time by giving notice in writing to the Secretary. Any resignation received by the Secretary will only take effect after it is accepted at the next ordinary meeting of the Management Committee.
- (b) Membership rights and responsibilities are automatically ceded upon death of any person who is a member.
- (c) If the Management Committee resolves that there is reasonable justification terminate or suspend membership for a period time, the Secretary must give fourteen days notice to invite the member to show cause in writing outlining the

reasons why the Management Committee is satisfied they have reasonable justification for terminate or suspend membership.

- (d) The Management Committee only has reasonable justification to terminate or suspend membership if they are satisfied the members conduct was both –
- (i) Detrimental to the achievement of the objects of the Club.
  - (ii) An intentional and direct contravention of this Constitution or The Rules.

(d) Termination

- (i) If the member fails to show cause in accordance with section 12(c), they are terminated upon the lapse of the fourteen-day notice period.
- (ii) If the member shows cause and the Secretary receives it in writing within the fourteen-day period, the termination or suspension is deferred until the next meeting of the Management Committee, where the committee must reconsider the termination or suspension.
- (iii) If the Management Committee is still satisfied there is reasonable justification to terminate or suspend membership, the committee may resolve to terminate or suspend membership – this resolution will take immediate effect.
- (iv) Any decision of the Management Committee to terminate or suspend membership may be appealed to the Constitutional Review Committee.

13. The membership form must be set out in The Rules, but as a minimum include –

- (a) An option for the member to give consent for the Management Committee to contact them in relation to Club activities.
- (b) A disclaimer that the Management Committee will only use their personal information for the purpose in which it was given and in accordance with relevant privacy legislation.

14. Register of Members

- (a) The Secretary must maintain custody of a register of all members, which must include the names, student numbers (if applicable) and contract details of all members and what meeting of the Management Committee they were accepted to be members.

(b) Particulars shall also be entered into the register include but are not limited to – registrations, terminations, conferral of life membership, reinstatements of membership.

### Part 3 The Management Committee

#### 15. Name and powers

- (a) The Management Committee is delegated to oversee the affairs and property of the Club between Annual General Meetings and shall consist of four elected extraordinary members, any number of ordinary members that a General Meeting may elect or any number of honorary members that a General Meeting or a meeting of the Management Committee may confirm.
- (b) The Management Committee may exercise its powers and perform all the functions set out in this Constitution and in the Rules.
- (c) The Management Committee may delegate constitutional functions to sub-committees and make provision for the formation and establishment of other bodies.

#### 16. Composition of the Management Committee

- (a) Extraordinary members shall consist of –
  - (i) President
  - (ii) Vice President
  - (iii) Secretary
  - (iv) Treasurer
- (b) The Management Committee may also consist of any number of ordinary voting members and a fixed number must be determined by a General Meeting in the Rules.
- (c) The President may nominate any natural person to be an honorary member of the Management Committee. They are limited to be ex-officio and non-voting members of the Management Committee. A General Meeting or a meeting of the Management Committee must confirm any nomination

17. All members of the Management Committee shall be elected for a fixed term of one year. The Management Committee shall retire on the last day of October every year after the Annual General Meeting.

#### 18. When Management Committee membership will cease –

- (a) Any member of the Management Committee may resign at any time by giving notice in writing to the Secretary. The resignation will take immediate effect upon being accepted by the next ordinary meeting of the Management Committee and the Management Committee membership will cease.
- (b) Membership of the Management Committee will cease upon death of a member.

- (c) A Management Committee member may be removed if a supermajority of the Management Committee resolves no confidence in the member.
  - (i) The Secretary must be advised of the no confidence motion seven days prior to the ordinary meeting of the Management Committee in which it is proposed and notice of the motion must be issued to all members of the Management Committee.
  - (ii) If the Management Committee resolves no confidence, the position immediately spills and Management Committee membership will subsequently cease.
- (d) If a member of the Management Committee is absent from three meetings in one elected fixed term without a leave of absence being granted by the meeting, they will cease to be a member of the Management Committee.
- (e) Effect of Management Committee membership ceasing –
  - (i) If an honorary member's membership ceases, the position will cease to exist as it is a designation.
  - (ii) If an ordinary member's membership ceases, it will become a casual vacancy. The Management Committee may appoint any member to fill any casual vacancy. The appointed member will Act in the position until the next General Meeting.
  - (iii) If an extraordinary member's membership ceases, it will become a casual vacancy. The Secretary must issue notice for a Special General Meeting no later than thirty one days after the Management Committee member's membership ceased, to seek nomination and elect a member to the casual vacancy.

#### 19. Ordinary meetings of the Management Committee

- (a) The Management Committee shall meet at least once a month, except in the months of November and December.
- (b) The first meeting of the Management Committee must resolve a schedule of ordinary meetings of the Management Committee for the whole fixed one year term.
- (c) The schedule ordinary meetings may only be varied by resolution.
- (d) All business proposed for the meeting must be given with seven days notice.

(e) The Secretary must keep an accurate record of minutes, which must describe deliberations of the meeting or any resolutions or Rules determined by the Management Committee.

20. Extraordinary meetings of the Management Committee may be convened by the Secretary at any time with seven days notice with all business proposed for the meeting.

21. Quorum for meetings of the Management Committee must be no less fifty per cent of all elected members plus one.

22. The Management Committee may resolve to establish a sub-committee and appoint or seek nomination or any member to the sub-committee.

23. Resolutions or Rules determined by the Management Committee may be resolved without a meeting by flying minute. The resolution or Rule will only be effective if it is unanimously agreed to by the Management Committee.

## Part 4 General Meetings

24. The General Meeting is the supreme decision making body of the club and can override any decision of the Management Committee or sub-committee.
25. The Management Committee must convene an Annual General Meeting in the month of October by resolving to direct the Secretary to issue notice of the meeting with all business proposed within fourteen days.
- (a) The Annual General Meeting shall transact the following business –
- (i) Reports from the President, Vice President, Secretary and Treasurer.
  - (ii) Acceptance of a statement of income and expenditure, assets and liabilities for the last financial year prepared by the Treasurer.
  - (iii) Acceptance of the auditor's report on the financial affairs of the Club for the last financial year.
  - (iv) The election of members of the Management Committee.
  - (v) Any other general business resolved by the Management Committee.
26. The Management Committee must convene a General Meeting in the month of July by resolving to direct the Secretary to issue notice of the meeting with all business proposed within fourteen days.
- (b) The General Meeting shall transact the following business –
- (i) Reports from the President, Vice President, Secretary and Treasurer.
  - (ii) Acceptance of a Midyear Statement of income and expenditure, assets and liabilities by the Treasurer.
  - (iii) Election of a General Returning Officer.
  - (iv) Election of a Constitutional Review Committee (every two years).
  - (v) Any other general business resolved by the Management Committee.
27. General Meetings must be conducted in accordance with the meeting's agenda and the Management Committee may determine rules of procedure for the conduct of meetings.

## Part 5 Alteration of the Constitution

28. The Constitution may be amended by a special resolution resolved at any General Meeting.
- (a) A special resolution is resolved at a meeting if a supermajority of members present resolve in the affirmative.
  - (b) A special resolution cannot be amended at the same General Meeting, in which it was proposed and notice was given.
  - (c) The Secretary must provide at least fourteen days notice for any special resolution to be considered at a General Meeting.
29. Any amendments to the Constitution by special resolution must be recorded in the Schedule of the Constitution with the names of the mover and the seconder and made available to all members.

## Part 6 Rules, Finance and Administration

### 30. The Rules

- (a) Only a General Meeting or the Management Committee may make, repeal or amend Rules consistent with this Constitution by supermajority of members present.
- (b) The Secretary must receive a notice of motion propose a repeal, amendment or introduction to the Rules no later than seven days prior to a General Meeting or the Management Committee.
- (c) The Management Committee –
  - (i) cannot repeal or amend any Rules resolved at a General Meeting.
  - (ii) must table any proposed repeals, amendments or introductions to the Rules and hold over debate and voting until the next scheduled ordinary meeting of the Management Committee.
- (d) The Rules and amendments to the Rules must be recorded in the Schedule of the Constitution with the month and year of the meeting in which they were resolved and made available to all members as soon as practicable.

### 31. The Constitutional Review Committee

- (a) The Constitutional Review Committee shall consist of any number of members that a General Meeting shall determine in the Rules.
- (b) They shall be elected for a two year fixed term and shall begin and end on the last day of July.
- (c) When a Constitutional Review Committee membership will cease –
  - (i) Any member of the Constitutional Review Committee may resign at any time by giving notice in writing to the Secretary. The resignation will take immediate effect upon being accepted by the next ordinary meeting of the Management Committee and the Constitutional Review Committee membership will cease.
  - (ii) Membership of the Constitutional Review Committee will cease upon death of a member.
- (d) Effect of a Constitutional Review Committee membership ceasing –
  - (i) If a Constitutional Review Committee member's membership ceases, it will become a casual vacancy. The Management Committee may appoint any

member to fill the casual vacancy. The appointed member will Act in the position until the next General Meeting and the replacement will be elected for the remainder of the fixed term.

(e) Resolutions require an absolute majority.

(f) Functions

(i) To review the Constitution annually, providing recommendations to the Management Committee and to all members.

(ii) To provide advice on matters relating to administration, finance, the Constitution and the Rules.

(g) Specific powers

(ii) To decide resolutions on appeals from members against decisions of the Management Committee, the General Returning Officer or any other committee.

(iii) To decide resolutions on appeals from members on the constitutional consistency of Rules.

(iv) Resolutions of the Constitutional Review Committee are conclusive and may only be made on the basis of an appeal. Resolutions may interpret the Constitution, invalidate a decision or a Rule or resolve to direct the Management Committee or a member of the Management Committee to the extent of rectifying inconsistency of conduct in relation to the Constitution or the Rules.

### 32. Funds and accounts

(a) The funds of the Club shall be kept in the name of the Club in the University branch of the Commonwealth Bank. The Club shall operate one account only.

(b) An accurate record of the financial affairs shall be kept by the Treasurer.

(c) All money shall be deposited in total as soon as practicable after its receipt.

(d) Any payment of expenditure may be made by at least two extraordinary members of the Management Committee and shall be resolved by the Management Committee.

- (e) The Management Committee shall determine the amount of petty cash, which shall be kept by the Treasurer.
- (f) As soon as practicable after the end of each financial year the Treasurer shall prepare financial statements in good faith for scrutiny by an Independent Auditor. The Independent Auditor must send a report on the financial statements to the Secretary prior to the Annual General Meeting.
- (g) The accounts of the Club must be audited one month prior to the Annual General Meeting.

33. The Club may be dissolved by special resolution of a General Meeting, which requires a supermajority of all members present. After the satisfaction of the debts of any creditors, remaining assets must be transferred to a receiver, who must allocate the Club's assets to an organisation, association or entity with a similar purpose.

- (a) The name, address and contact details of the receiver shall be specified in the motion of dissolution.
- (b) The receiver may be a natural or legal person.
- (c) The receiver will be transferred interest in assets upon dissolution of the Club.

34. The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club.

## Schedule 1 Miscellaneous

### Part 1 Schedule of Constitutional Alterations

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### Part 1 Constitutional Alterations

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Amendment information		
Column 1	Column 2	Column 3
Provision(s)	Amendment(s) or repeal(s)	Date/Details
s. 28	Repealed '31 October' with '30 September'	Wilson-Kent Special Resolution No 1 (Alteration of AGM Month) adopted at the AGM on the 7th day of November 2002.
s. 17	Repealed 'November' with 'October'	Wilson-Kent Special Resolution No 2 (Alteration of Financial Year) adopted at the AGM on the 7th day of November 2002.
All sections	Repealed 'Management Committee' and replaced with 'Central Committee.'	Kent-Virine Special Resolution No 3 (Central Committee) adopted at the AGM on the 7th day of November 2002.
Aims and Objectives	Repealed and replaced aims and objectives.	McKeon-Brimblecombe Special Resolution No 4 (Aims and Objectives) adopted at the AGM held on the 20th day of November 2009.
s. 1.	Introduced new section.	Preece-Lamb Special Resolution No 5 (Indigenous Recognition) adopted by members at the 14th AGM held on 29th Day of October 2014.
s. 3(n)	Introduced new section.	Lamb-Lamb Special Resolution No 6 (Anti-Discrimination) adopted at 14th AGM held on the 29th Day of October 2014.
s. 3(g)	Repealed 'voluntary student unionism' and amended to 'student unionism.'	Lamb-Lamb Special Resolution No 7 (Repeal of Voluntary Student Unionism) adopted at 14th AGM held on the 29th Day of October 2014.
All sections.	Repealed all sections and introduced Parts, 1, 2, 3, 4, 5 and 6. Introduced Schedules 1 and 2.	Kerr-Verwey Special Resolution No 8 (Constitutional Restructure) adopted a GM held on 2nd day of August 2015.

## Part 2 Life Members

1. The following persons were duly nominated by an incumbent President to be a Life Member in perpetuity for exemplary contributions to the Club –

- (a) Mitchell Lee Watt
- (b) Joshua Potter Millroy
- (c) Mitchell Alexander Kingston

