

ASSOC Constitution

NOTES		
1. <i>Insert the date of the meeting at which it was decided to adopt this constitution</i>	1.	Adopted on the 24/11/15
2. NAME <i>The name of the club is fundamental to its identity and purpose. The club's name should be chosen with care. It should be constant with the purposes of the club. It must not be misleading or cause confusion with other student organisations.</i>	2.	NAME The name of the club is 'Actuarial Students' Society at Macquarie University' and in this document is called "the Club".
3. PURPOSE <i>The purpose of the Club should clearly and accurately stated.</i>	3.	PURPOSE
3.1 <i>Definitions</i>	3.1	<p>The Stakeholders are any groups or individuals with a personal interest in ASSOC. It includes The Members, Macquarie University, The Sponsors and The Volunteers. The Members refer to the members of the Club. An individual becomes a member by paying the joining fee and providing his or her contact details. More details are available under Section 5.</p> <p>The Sponsors refer to all organisations that contribute financial support for the Club, with the exception of Macquarie University and its divisions.</p> <p>The Volunteers refer to all people who contribute their time to The Activities or the administration of the Club without receiving payment in return, including, but not limited to, the Cabinet (Management Committee) including the Chairman (Chair), the Committee (Sub-Committee), and the Delegates.</p> <p>Current Cabinet refers to the Cabinet responsible for ASSOC at the time in consideration.</p> <p>The Previous Cabinet refers the Cabinet responsible for cabinet in the year that preceded the time in consideration.</p> <p>The Activities refer to all events organised by the Club as well as the production of any goods by the Club, such as the ASSOC Website and Actualite – the Actuarial Magazine.</p> <p>The Activities shall include, but not be limited to:</p> <ul style="list-style-type: none"> i) Rewarding academic and sporting excellence through scholarship and/or prizes ii) Improving access to employment opportunities through career events

		<ul style="list-style-type: none"> iii) Providing opportunities for social development iv) Providing opportunities for sporting development v) Providing entertainment through the magazine and other media
3.2 Purpose	3.2	<p>The purpose of the Club is:</p> <ul style="list-style-type: none"> 1) To maximize the benefits enjoyed by The Stakeholders. <ul style="list-style-type: none"> i) In order to benefit The Stakeholders, projects beneficial to The Members will be continued. Research into the needs of members will lead to developments, and eventual provision of other services to The Members. 2) To organise events that further the opportunities available to and the culture of actuarial students at Macquarie University. 3) The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects (and those outlined in section 3.1) and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation
4. POWERS <i>The powers are the means by which the club's purposes in clause 3 may be promoted. It must be stressed that the powers cannot be exercised for any other purpose.</i>	4.	POWERS
4.1 Code of Ethics	4.1	<p>The following code of ethics are applied to all stakeholders of the Club excluding Macquarie University and The Sponsors:</p> <ul style="list-style-type: none"> 1) Act in the best interest of all members of the Club. 2) Act with acumen and fairness. Favouritism and special treatment for any individual or group is unacceptable. 3) Avoid conflicts of interest, where possible. If a conflict of interest is unavoidable, they must notify the Management Committee of the conflict and how they plan to mitigate its effect.

		<p>4) Act sensibly and professionally. Actions carrying the potential to harm the student body must be avoided. When representing the Club, Sub-Committee is required to follow any directions from the Management Committee. Extra care and prudence is required in dealing with The Sponsors and other third parties.</p> <p>Non-compliance with any of the above may lead to disciplinary action and potentially the dismissal of the Cabinet member, Committee member or Chairman involved, through the process outlined in section 4.2</p>
4.2 Powers		<p>The Club has the power to do anything necessary or incidental to the carrying out of the Club's purposes, including, but not limited to:</p> <ul style="list-style-type: none"> • Disciplinary action and/or dismissal of member of the Club who breached the Code of Ethics • In situations where the member in question is a member of the Management Committee or Sub-Committee, the power rests with the Management Committee excluding the member in question. More detail is described under section 7.12. <p>In the event of more than one documented breach by a Cabinet member or Committee member or the Chairman, any Cabinet or Committee member or the Chairman is able to submit a motion of replacement against that person. A motion of replacement specifies an alternative person who would replace the person that the motion seeks to remove. A motion of replacement is successful against a Committee member if it receives more than 50% of the vote of a full sitting of Cabinet, or is successful against a Cabinet member if it receives a unanimous vote of a sitting of Cabinet consisting of all members, except the one against which the motion is made.</p> <p>More details on powers of the Management Committee in carrying out the purpose of the Club is included in Section 11.</p>
5. MEMBERSHIP <i>Members are essential to an unincorporated club. It cannot exist or function without them.</i>	5.	MEMBERSHIP
5.1 <i>This clause provides for an "open" membership for students. If non students</i>	5.1	Membership of the Club is open to any individual over 18 interested in promoting the club's purposes and who is enrolled as a student at the University or who is otherwise

<p><i>are to be members the permission of U@MQ is required.</i></p> <p><i>Generally an application will not be in good faith if the applicant has no genuine interest in the purpose of the Club or has an ulterior motive in wishing to join.</i></p>		<p>approved by U@MQ as a Club member and who is approved by the management committee. Approval from the management committee must not be unreasonably withheld or delayed.</p> <p>The management committee may withhold or withdraw approval of any person whose Club membership would in the reasonable view of the management committee be harmful to the Club or if it reasonably believes that the application for membership is not made in good faith.</p> <p>The management committee may only do so after notifying the person concerned in writing and considering the matter in the light of any written representations which that person makes within 14 days after receiving notice.</p>
<p><i>5.2 It is important that the Club keeps an up-to-date register of its members: failure to do so can result in a number of problems, including serious difficulties with the calling of annual and extraordinary general meetings as well as identifying those eligible to vote. The management committee must ensure that all personal data is handled in accordance with data and privacy protection legislation (if in doubt contact U@MQ). Membership information must not be used for an improper purpose.</i></p>	5.2	<p>The management committee must keep a register of names and addresses of the Club members which must be made available to any Club member upon who requests it for purposes related to the Club.</p>
	5.3	<p>Membership of the Club is not transferable</p>
	5.4	<p>Membership is terminated if the Club member dies or resigns or is expelled from the Club.</p>
<p><i>5.5 This clause will only apply if the Club requires members to pay a fee to join. U@MQ approval is required to charge a membership fee.</i></p>	5.5	<p>A Club member whose membership fee is six weeks in arrears ceases to be a Club member but may be readmitted on payment of the amount owing.</p>
	5.6	<p>A Club member may resign by written notice to the Club. If after a resignation, there would be less than twenty Club the members the Club will cease to exist.</p>
<p><i>5.7 It is uncommon for a member of a club to be removed from membership,</i></p>	5.7	<p>The management committee may terminate the membership of any Club member whose continued membership would in the reasonable view of the</p>

<i>but if this happens it must be done for good reason. Any decision to remove a member must be justifiable.</i>		management committee be harmful to the Club (but only after notifying the Club member concerned in writing and considering the matter in the light of any written representations which the Club member puts forward within 14 days after receiving notice).
6. EXCLUSION AND EXPULSION APPEALS <i>If a person is excluded or expelled from the Club they may appeal against their exclusion or expulsion to U@MQ.</i>	6.	EXCLUSION AND EXPULSION APPEALS Any decision by the management committee to exclude or expel a person from the Club may be appealed by the affected person to U@MQ. The appeal process is set out in the schedule to this constitution.
7. GENERAL MEETINGS <i>A general meeting is a formal gathering of members of the Club.</i>	7.	GENERAL MEETINGS
7.1 <i>This clause states who has the right to attend and vote at general meetings. The Club may invite other individuals to observe or participate, but not to vote.</i>	7.1	All Club members are entitled to attend general meetings of the Club in person.
7.2 <i>Where a number of days' notice is specified each "day" starts at midnight, and the day on which notice is given does not count.</i>	7.2	General meetings are called by 14 days written notice to the Club members specifying the business to be transacted. More details on distribution of notice is available under Section 18. The management committee or at least 75% of the Club members may call a meeting by giving at least 14 days written notice to the Club members stating the purpose of the meeting.
7.3 <i>This is the minimum number of members required to be present before any valid business can be transacted. The quorum chosen should be realistic.</i>	7.3	There is a quorum at a general meeting if the number of Club members personally present is at least 50. A meeting of the Club's members that does not have a quorum present within 30 minutes after the time for the meeting set out in the notice of meeting is adjourned to the date, time and place the management committee members specify. If the management committee members do not specify 1 or more of those things, the meeting is adjourned to: <ul style="list-style-type: none"> (a) if the date is not specified—the same day in the next week; and (b) if the time is not specified—the same time; and (c) if the place is not specified—the same place.

		If no quorum is present at the resumed meeting within 30 minutes after the time for the meeting, the meeting is dissolved.
	7.4	<p>7.4.1. The management committee members may elect an individual to chair meetings of the Club's members.</p> <p>7.4.2. The management committee members at a meeting of the Club's members must elect an individual present to chair the meeting (or part of it) if an individual has not already been elected by the management committee members to chair it or, having been elected, is not available to chair it, or declines to act, for the meeting (or part of the meeting).</p> <p>7.4.3. The members at a meeting of the Club's members must elect a management member who is present to chair the meeting (or part of it) if:</p> <ul style="list-style-type: none"> (a) a chair has not previously been elected by the committee members to chair the meeting; or (b) a previously elected chair is not available, or declines to act, for the meeting (or part of the meeting). <p>7.4.4. The chair must adjourn a meeting of the Club's members if the management members present with a majority of votes at the meeting agree or direct that the chair must do so.</p>
7.5 <i>It should be noted that the required majority is not a majority of the members present at the meeting, but of the votes cast.</i>	7.5	<p>Except where otherwise provided in this constitution, every issue at a general meeting is determined by a simple majority of the votes cast by the Club members present.</p> <ul style="list-style-type: none"> - An absent cabinet member may elect another cabinet member as proxy. The agreement must be made in writing with both cabinet member signatures and submitted 24 hours before the meeting. - When an absent cabinet member chooses to vote via email (or some other similar form) – the vote must be submitted directly as a response to the agenda of the meeting called. A view expressed in a discourse unrelated to the meeting cannot be accepted as a valid vote.
7.6 <i>Even though the chair's declaration is conclusive of the voting results, the</i>		A resolution put to the vote at a meeting of a Club's members must be decided on a show of hands unless a poll is demanded.

<p><i>members present may demand a poll.</i></p> <p><i>A poll is a voting process where votes are recorded in writing on a voting paper and placed in a receptacle before being counted.</i></p>		<p>On a show of hands, a declaration by the chair is conclusive evidence of the result, if that the declaration reflects the show of hands. Neither the chair nor the minutes need to state the number or proportion of the votes recorded in favour or against.</p>
<p><i>7.7 The Chair is required to act reasonably and not for an improper purpose.</i></p>		<p>A poll demanded on a matter other than the election of a chair or the question of an adjournment must be taken when and in the manner the chair directs.</p> <p>A poll on the election of a chair or on the question of an adjournment must be taken immediately.</p>
<p><i>7.8 The principle behind this clause is one vote per member.</i></p>	7.8	<p>Every member present in person is entitled to one vote on every issue. The Chair of the meeting does not have a second or casting vote.</p>
	7.9	<p>An Annual General Meeting (“AGM”) must be held in October of each year, or as soon thereafter as is practicable.</p>
	7.10	<p>At an AGM the members:</p> <p>7.10.1 receive the accounts of the Club for the previous financial year</p> <p>7.10.2 receive reports of the management committee on the Club’s activities since the previous AGM</p> <p>7.10.3 elect management committee members to replace those retiring from office</p> <p>7.10.4 elect from among the management committee the Chair of the Club for the following year</p> <p>7.10.5 discuss and deal with any other matter put before them</p> <p>More details on the appointment process is available under section 8.</p>
<p><i>7.11 Where an urgent or important matter (such as an amendment of the Constitution) which must be decided at a general meeting cannot conveniently be dealt with at an AGM, the meeting specially called for the purpose is an EG).</i></p>	7.11	<p>An extraordinary general meeting (“EGM”) may be called at any time by the Club at the written request of at least 30 members or at the request of the management committee.</p>
7.12	7.12	<p>When a meeting is adjourned, new notice of the resumed meeting must be given if the meeting is adjourned for 1 month or more.</p>

		<p>A resolution passed at a meeting resumed after an adjournment is passed on the day it was passed.</p> <p>Only unfinished business is to be transacted at a meeting resumed after an adjournment</p>
<p>8. <i>MANAGEMENT COMMITTEE</i> <i>This clause sets out the composition of the Club's governing body.</i></p>	8.	MANAGEMENT COMMITTEE
	8.1	<p>The Club must be managed and administered by a committee elected in accordance with this constitution. The members of the committee, including the Chair of the Club, will be the management committee of the Club and in this constitution are together called the "management committee".</p>
	8.2	<p>The Management Committee when complete must consist of at least 13 and not more than 15 individuals, all of whom must be members of the Club and one of whom is elected as Chair of the Club (Chair) in accordance with Section 8.4.</p> <p>The Management Committee consists of the President, Internal Vice President, External Vice President, Treasurer, Secretary, IT Director, and any other roles as determined by the previous Management Committee.</p> <p>The Management Committee is the primary administrative body of ASSOC and has full power over all decisions made by the society. Decisions are made by voting on resolutions, where more than half of the Management Committee members must vote in favour for a resolution to be adopted. The exception to this clause is if the resolution is raised at the general meetings whereby Section 7 overrides. The Management Committee may delegate powers to individual Management Committee members. Where a Management Committee role has had a certain power in the previous year, it is assumed to have that power again in the following year. The Management Committee has the power to delegate tasks to any Management Committee member, Sub-Committee member or Delegate.</p> <p>Management Committee members are obliged to attend most ASSOC events and all meetings of the Management Committee or of the Executive Council as well as carrying out the duties specified for their roles and any roles delegated to them by the Management Committee.</p>
<p>8.3 <i>Appointment of the first management</i></p>	8.3	<p>The signatories to this constitution will be the first Management Committee and will hold such office until the next annual Cabinet Election.</p>

<i>committee and first Chair</i>		
8.4 <i>The appointment process</i>	8.4	<p>Management Committee of the Club is to be chosen at the annual Cabinet Elections, mee which must be held at least once in a year, between the beginning of the undergraduate second semester at Macquarie University and the holding of the AGM for that year. At the Cabinet Elections, the current Management Committee selects the Management Committee members for the following year. More than half of the current Management Committee members must vote in support of each future Management Committee member.</p> <p>No current Management Committee member can apply to be a Management Committee member in the following year. However, if there is no suitable replacement for the role of a current Management Committee member, then they are obliged to keep their role for the following year. The current Management Committee will decide if there is a suitable replacement by majority vote.</p> <p>Only current Sub-Committee members are eligible to become Management Committee members, except in exceptional circumstances, where the Management Committee may choose to appoint a person who is not a Sub-Committee member to a Management Committee role, if that member has support of more than three quarters of the current Management Committee.</p> <p>The elected Management Committee adopts the role of Acting Management Committee until the Annual General Meeting, at which point they become the Management Committee and remain in that role until the next Annual General Meeting. This is also the time when the existing Management Committee members cease to hold office. Management Committee members may delegate their powers to Acting Management Committee members. Where an Acting Management Committee member's role has had a certain power in the previous year, it is assumed to have that power again in the following year.</p> <p>Subsequent to its own election, but before the Annual General Meeting, the current Management Committee selects a Chair of the Club (Chair) among themselves. The Chair must undertake the role description decided by the previous Chair and both Management Committee.</p>
<i>This provision is important: it is designed to ensure as far as possible that everyone who takes on the task of being a Committee Member of the Club</i>	8.5	Every Management Committee members must sign a declaration of willingness to act as a Management Committee member before they are eligible to vote at any meeting of the Management Committee.

<p><i>is aware of the legal responsibilities it entails.</i></p> <p><i>Note: any changes to the management committee must be notified, in writing, to U@MQ within 14 days of the change.</i></p>		
	8.6	<p>A management committee members automatically ceases to be a management committee member if he or she:</p> <p>8.6.1 is incapable, whether mentally or physically, of managing their own affairs</p> <p>8.6.2 is absent from 5 consecutive meetings of the management committee without the prior permission of the management committee</p> <p>8.6.3 ceases to be a member of the club</p> <p>8.6.4 resigns by written notice to the club (but only if at least two management committee members will remain in office)</p> <p>8.6.5 has since appointment been disqualified from being involved in management of a student organisation pursuant to the Student Organisation Rules of the University</p> <p>8.6.6 is removed by a resolution passed by all the other management committee after inviting the views of the management committee member concerned and considering the matter in light of any such representation</p>
<p><i>8.7 This clause enables the management committee to appoint a member in place of a Committee Member who dies or ceases to be a Committee Member through the operation of clause 7.6. Such a person would serve as a Committee Member until the next AGM, just as if he or she had been elected by the members.</i></p>	8.7	<p>If a person ceases to be a management committee members the members may fill the vacancy arising by appointing a Club member as a management committee member.</p>
<p><i>8.8 Occasionally a mistake occurs in appointment procedures. If a mistake of this kind is discovered it does not retrospectively invalidate previous decisions but should be put right before further decisions are taken.</i></p>	8.8	<p>A technical defect in the appointment of a management committee member of which the management committee are unaware at the time does not invalidate decisions taken at meetings.</p>

MANAGEMENT COMMITTEE MEETINGS	9.	MANAGEMENT COMMITTEE MEETINGS
<i>9. This clause deals with the meetings and proceedings of the management committee</i>		
<i>9.1 The number of meetings per year will depend on (i) the nature of the Club's activities and (ii) the extent of which work is delegated to sub-committees and/or staff.</i>	9.1	The Management Committee must hold at least 10 meetings each semester. Any 4 Management Committee members may call a meeting of the Management Committee by giving at least 3 days notice to other Management Committee members stating the purpose of the meeting. The Management Committee member(s) calling the meeting is responsible for preparing the agenda and chairing the meeting. The Secretary is responsible for recording minutes. Management Committee meetings are attended by the Managing Committee members and, at his or her discretion, by the Chair.
<i>9.2 Bearing in mind that decisions may be taken on majority vote, the quorum should normally be fixed at (at least) one more than the number nearest one third of the total management committee</i>	9.2	The quorum for a Management Committee meeting is 5 members and the quorum must be present at all times during the meeting.
	9.3	The Chair or (if the Chair is unwilling to do so) some other management committee member chosen by the management committee present presides at each Committee Member meeting
<i>9.4 An alternative to a decision taken at a meeting is a written resolution, but this will not be valid unless signed by all of the management committee.</i>	9.4	Every issue will be determined by a simple majority of the votes cast at a Management Committee Meeting but a resolution which is in writing and signed by all Management Committee is as valid as a resolution passed at a meeting and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature.
<i>9.5 See note to clause 6.6 above</i>	9.5	Every present Management Committee Member has one vote on each issue.
10. Sub-Committee <i>This section is intended to delineate the various tasks that are expected of an elected sub-committee</i>	10	SUB-COMMITTEE

10.1 <i>Structure of the Subcommittee</i>	10.1	<p>The Sub-Committee consists of one team for each event. Each team consists of one Project Manager and at least one Assistant Project Manager. Individual Management Committee members may delegate their powers to Project Managers, who may in turn delegate their powers to Assistant Project Managers. Where a role has had a power in the previous year, it is assumed to have that power again in the following year. In exceptional circumstances, a Management Committee member may delegate their powers directly to an Assistant Project Manager.</p> <p>Basic Members become Delegates by helping with the organisation of ASSOC. Although Basic Members may learn about their role at the Annual Delegate Meeting, they only become Delegates when they have actively been involved in helping the organisation of an ASSOC event. It is not required that a Basic Member attends the Annual Delegate Meeting in order to become a Delegate, unless the Current Cabinet chooses to make that a requirement.</p> <p>Committee members may delegate their powers to Delegates.</p>
10.2 <i>Appointment Process</i>	10.2	Sub-Committee members are chosen by the Managing Committee at Committee Elections. Any member is eligible to become a Sub-Committee member, if they receive supporting votes from more than half of the Cabinet electing them
10.3 <i>Obligations</i>	10.3	Sub-Committee members are obliged to attend all meetings of their team(s) and all Cabinet-Committee meetings.
10.4 <i>Cabinet-Committee Meetings</i>	10.4	Cabinet-Committee meetings may be called upon at any time by the Management Committee, and 7 days notice must be given to all Management Committee members and Sub-Committee members. The President shall chair the meetings. The Secretary is responsible for recording the minutes of these meetings, or another Management Committee member if the Secretary is absent.
11. <i>POWERS OF THE MANAGEMENT COMMITTEE</i>	11.	<p>POWERS OF THE MANAGEMENT COMMITTEE</p> <p>The management committee have the following powers in the administration of the Club:</p>
11.1 <i>In this constitution the Chair is appointed by the AGM but other honorary officers are appointed by the management committee from among their number. A Treasurer</i>	11.1	<p>To appoint, from within the Acting Management Committee, roles including but not limited to:</p> <ul style="list-style-type: none"> • President • Internal Vice President • External Vice President • Treasurer

<p><i>is essential. There may be an honorary Secretary. There may also be holders of other specified offices, which may alter from year to year according to the Club's activities.</i></p>		<ul style="list-style-type: none"> • Secretary • IT Director • Event Directors <p>To appoint, from within the current Management Committee, a Chair for next year's Management Committee.</p>
<p><i>11.2 A specific provision is essential if the Club is to be able to delegate to sub-committees. The management committee will be responsible for the sub-committee's acts, and for this reason it is prudent for at least one management committee member to be a member of each sub-committee. The management committee should also define the terms of reference of each sub-committee with care. It is essential in all cases to provide for reporting back, and this may have to be in writing.</i></p>	11.2	<p>To delegate any of their functions to Sub-Committees consisting of two or more Club members appointed by them (but at least one member of every Sub-Committee must be a Management Committee member and all proceedings of Sub-Committees must be reported promptly to the Management Committee)</p>
<p><i>11.3 The management committee are allowed to make rules of various kinds to govern different aspects of running the Club.</i></p>	11.3	<p>To make means consistent with this constitution to govern proceedings at general meetings.</p>
11.4	11.4	<p>To make rules consistent with this constitution about the meetings and procedures of the management committee and sub-committees.</p>
11.5	11.5	<p>To make means consistent with this constitution about the running of the Club.</p>
<p><i>11.6 This clause is designed to place the responsibility for finding a solution to internal disputes on the management committee, given the damage which can result to a Club from such arguments, especially when they become public</i></p>	11.6	<p>To resolve or establish procedures to assist the resolution of, disputes within the Club.</p>
12. PROPERTY AND FUNDS	12	PROPERTY AND FUNDS

<p><i>This clause reflects the University's requirement that the property of a University student organisation must be held by U@MQ.</i></p>		
	12.1	<p>The property and funds of the Club must be used only for promoting the Club's purposes and do not belong to the members of the Club or the management committee. They must be held and controlled by U@MQ.</p>
<p><i>12.2 These clauses reflect the legal principal that the University's require management committee must not benefit from the Club except so far as expressly permitted by the Constitution. They prevent a Committee Member from being an employee subject to the procedural safeguards in clause 10.3.</i></p>	12.2	<p>No management committee member may receive any payment of money or other material benefit (whether direct or indirect) from the Club except:</p> <p>12.2.1 reimbursement of reasonable out-of-pocket expenses actually incurred in the administration of the Club and which are approved by U@MQ</p> <p>12.2.2 in exceptional cases, other payments or material benefits (but only with prior written approval of U@MQ).</p>
12.3	12.3	<p>Whenever a management committee member has a personal interest in a matter to be discussed at a Committee Member meeting, the management committee member must:</p> <p>12.3.1 declare an interest before discussion begins on the matter</p> <p>12.3.2 withdraw from that part of the meeting unless expressly invited to remain in order to provide information</p> <p>12.3.3 not be counted in the quorum for that part of the meeting</p> <p>12.3.4 withdraw during the vote and have no vote on the matter.</p>
<p><i>12.4 It is obvious that a prudent management committee does not allow significant amounts of money to be kept as cash, unless they are likely to be applied in the near future. The Club is not a legal person and cannot therefore hold the legal title of property in its own name. It is often inconvenient for the management committee, who may change frequently, to hold property in their individual names. This clause requires that</i></p>	12.4	<p>Funds which are not required for immediate use or which will be required for use at a future date must be held by U@MQ until needed.</p>

<i>property be held by U@MQ.</i>		
13. RECORDS	13	RECORDS
<i>13.1 The keeping of adequate records is essential if a Club is to be properly run.</i>	13.1	The management committee must keep records of its dealings appropriate for the Club including: 13.1.1 all proceedings at general meetings 13.1.2 all proceedings at Committee Member meetings 13.1.3 all reports of sub-committees
<i>13.2 This provision is designed to ensure that the members of the Club have access to the published report and statements of account.</i>	13.2	The Club's records must be made available for inspection by any member of the Club when reasonably requested.
14. MEETINGS	14	MEETINGS - TECHNOLOGY
<i>Meetings do not need the physical presence of the participants but can be conducted by other means ie, phone, if consent is given.</i>	14.1	A management committee meeting may be called or held using any technology consented to by a majority of the management committee members.
	14.2	A members meeting may be held using any technology consented by a majority of the committee members.
	14.3	Any consent contemplated by this clause 12 must not be unreasonably withheld, delayed or withdrawn.
	14.4	A consent may be a standing one.
	14.5	A consent may only be withdrawn within a reasonable period before the meeting.
15. AMENDMENTS <i>Amendments to the Constitution may be needed as the Club develops. The Constitution will be incapable of amendment, if a specific power to amend is not included. It is usual to include such a power and to require more than a simple majority for a vote on the matter.</i>		AMENDMENTS
<i>15.1.1 The members must be given advance notice of proposed amendments to the Constitution. The period of notice should be the same as included in clause 6.2.</i>	15.1	Any provision of this constitution may be amended provided that: 15.1.1 the members must be given 14 days' notice of the meeting at which the proposed amendments are to be moved, together with the text of the proposed amendments

<p>15.1.2 <i>It is of the utmost importance that the Constitution should not be amended in a way that makes it impossible for the Club to continue to operate.</i></p>		<p>15.1.2 no amendment may be made to the Club's purposes, or this clause, without the prior written approval of U@MQ.</p> <p>15.1.3 any resolution to amend this constitution is passed by a two thirds majority of the votes cast at a general meeting</p>
	15.2	<p>A copy of any resolution amending this constitution must be sent to U@MQ within twenty eight days of it being passed detailing all of the changes.</p>
<p>16. <i>It is not unusual for unincorporated Clubs to reach the end of their useful life and decide to dissolve. If so, the debts and liabilities must be provided for and there may be assets remaining. Those assets must be used in furthering the purposes of the University and this clause sets out various alternatives.</i></p>	16	<p>DISSOLUTION</p>
	16.1	<p>If at any time the members at a general meeting decide to dissolve the Club, the management committee will remain in office and be responsible for the orderly winding up of the Club's affairs</p> <p>'In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to Macquarie University – an organisation with similar purposes which holds an endorsement as an income tax charitable entity under Subdivision 50-B of the Income Tax Assessment Act 1997'</p>
	16.2	<p>After making provision for all outstanding liabilities of the Club, the management committee must transfer the remaining property and funds to the University.</p>
	16.3	<p>A final report and statement of account relating to the Club must be sent to U@MQ</p>
<p>17. COMPLIANCE The Club and its members must familiarise themselves with the regulations of the University and comply with</p>		<p>The Club and its members (including members who are not enrolled as students of the University) must comply with the present and future by-laws, rules, policies, procedures and directions of the University.</p>

<p>them, particularly, the Student Organisation Rules</p>		
<p>18. NOTICE OF MEETINGS OF MEMBERS</p>		<p>Notice to members individually</p>
		<p>18.1 Written notice of a meeting of the Club’s members must be given individually to each member.</p>
		<p>18.2 The notice of meeting to a member may be given: (a) personally; or (b) by sending it by post to the address for the member in the register of members or the alternative address (if any) nominated by the members; or (c) by sending it to the email address (if any) nominated by the member; or</p>
		<p>18.3 A notice of meeting sent by post is taken to be given 3 business days after it is posted. A notice of meeting sent by email, is taken to be given at 9.00am (Sydney time) on the business day after it is sent.</p>
<p>19. <i>In order to make this an official document it must be signed and witnessed.</i></p> <p><i>The constitution should be signed by all management committee. The witness cannot be one of the management committee. Add additional lines as required.</i></p>		<p>1. Name..... Signature.....</p> <p>2. Name..... Signature.....</p> <p>3. Name..... Signature.....</p> <p>4. Name..... Signature.....</p> <p>5. Name..... Signature.....</p> <p>6. Name..... Signature.....</p> <p>7. Name..... Signature.....</p> <p>8. Name..... Signature.....</p> <p>9. Name..... Signature.....</p>

		<p>10. Name..... Signature.....</p> <p>11. Name..... Signature.....</p> <p>12. Name..... Signature.....</p> <p>13. Name..... Signature.....</p>

APPENDIX:

Notes	Date of Amendment	Amendment:
Addition to Section 3.1	05/2020	<p>Current Cabinet refers to the Cabinet responsible for ASSOC at the time in consideration.</p> <p>The Previous Cabinet refers the Cabinet responsible for cabinet in the year that preceded the time in consideration.</p> <p>The Activities refer to all events organised by the Club as well as the production of any goods by the Club, such as the ASSOC Website and Actualite – the Actuarial Magazine.</p>
Addition to Section 3.2	05/2020	<p>In order to benefit The Stakeholders, projects beneficial to The Members will be continued. Research into the needs of members will lead to developments, and eventual provision of other services to The Members</p> <p>The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects (and those outlined in section 3.1) and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services</p>

		rendered or expenses incurred on behalf of the organisation
Addition to section 4.1	05/2020	Non-compliance with any of the above may lead to disciplinary action and potentially the dismissal of the Cabinet member, Committee member or Chairman involved, through the process outlined in section 4.2
Addition to section 4.2	05/2020	In the event of more than one documented breach by a Cabinet member or Committee member or the Chairman, any Cabinet or Committee member or the Chairman is able to submit a motion of replacement against that person. A motion of replacement specifies an alternative person who would replace the person that the motion seeks to remove. A motion of replacement is successful against a Committee member if it receives more than 50% of the vote of a full sitting of Cabinet, or is successful against a Cabinet member if it receives a unanimous vote of a sitting of Cabinet consisting of all members, except the one against which the motion is made.
Addition to Section 7.5	05/2020	An absent cabinet member may elect another cabinet member as proxy. The agreement must be made in writing with both cabinet member signatures and submitted 24 hours before the meeting. When an absent cabinet member chooses to vote via email (or some other similar form) – the vote must be submitted directly as a

		response to the agenda of the meeting called. A view expressed in a discourse unrelated to the meeting cannot be accepted as a valid vote.
Addition to Section 10.1	05/2020	<p>Basic Members become Delegates by helping with the organisation of ASSOC. Although Basic Members may learn about their role at the Annual Delegate Meeting, they only become Delegates when they have actively been involved in helping the organisation of an ASSOC event. It is not required that a Basic Member attends the Annual Delegate Meeting in order to become a Delegate, unless the Current Cabinet chooses to make that a requirement.</p> <p>Committee members may delegate their powers to Delegates.</p>
Addition to Section 16.1	05/2020	'In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to Macquarie University – an organisation with similar purposes which holds an endorsement as an income tax charitable entity under Subdivision 50-B of the Income Tax Assessment Act 1997'