

# **JCU Nature & Adventure Collective Constitution**

## **1. Interpretation**

“Association” means the James Cook University Student Association. “Association Council” means the James Cook University Student Association Council.

## **2. Name**

The name of the Club shall be JCU Nature And Adventure Collective (NAAC). Hereinafter called the Club.

## **3. Aims**

The Aims of the Club shall be:

- a. To support the objectives of the JCU Student Association
- b. Increasing student appreciation for and engagement with the natural environment in FNQ.
- c. Empowering students to protect the natural environment and promoting the principles of sustainability.
- d. Fostering a network for social and adventure activities related to the environment
- e. Facilitating academic and professional development.

## **4. Three Corps concept**

The Club is formed to bring together three distinct but overlapping areas of interest:

- Adventure & Social events
- Advocacy & Conservation
- Professional development & citizen science

Combining these three ‘corps’ in one club allows the Club to have greater access to funding and benefits the student body by reducing duplication.

It is the responsibility of the Management Committee to ensure the Club continues operating all three Corps.

## **5. Non-partisanship**

The Club is non-partisan but may take positions on policies, actual or proposed, whether those be Government, JCU, JCUSA, business, industry, or any other policy the Management Committee deems suitable.

## **6. Membership**

All members of the James Cook University Student Association and such other persons as the Committee may from time to time determine, shall be eligible for membership of the Club.

## **7. Management**

- a. Management of the Club shall be vested in a Management Committee, which shall be elected annually by the membership at the Annual General Meeting.
- b. The Management Committee must include:
  - i. The Chief Volunteer who shall be the spokesperson for the Club and shall represent the Club whenever necessary.
  - ii. The Secretary, who shall keep accurate minutes of all meetings of the Club and the Committee, maintain a register of members of the Club, attend to Club correspondence and keep such other records as are required by the Club or by Association Council from time to time.
  - iii. The Treasurer. If there is no Deputy Chief Volunteer, the Treasurer will depute for the Chief Volunteer in their absence.

The Treasurer shall keep a record of all monies received, and payments made by the Club such as will permit an unqualified audit of the Club's accounts for presentation to the Annual General Meeting, and shall present regular financial statements and accounts to the Management Committee. All monies received by the Club shall be paid in full into a Club account set up for the purpose, and disbursements shall be paid by internet transfer from the Club's account, except those amounts which may be made by the Treasurer in the case of petty cash disbursements. The Treasurer shall set up an account for petty cash disbursement with an upper limit to be determined from time to time by the Management Committee.

- d. The Management Committee may include the following positions, if the positions in 5.2 are filled:
  - i. Deputy Chief Volunteer. They shall depute for the Chief Volunteer in their absence.
  - ii. Communications Officer. They shall lead in conducting initiatives to promote the club and communicate with members, including; maintaining an email and phone list; overseeing social media accounts; and, enforcing the rules of the club in any online fora such as social media groups.
  - iii. Events Officer. They shall lead the administration and logistics of running events as required.
- e. Other members with such other responsibilities as the Club decides may from time to time be appointed at a general meeting.
- f. Casual vacancies on the Committee may be filled by appointment by the remaining members of the Committee from the Club membership.
- g. If a Committee Member is absent without explanation for three successive Committee Meetings, the position becomes vacant.
- h. A Committee Member can be removed by a two-thirds majority vote of all Committee Members and their position will become vacant.
- i. If any Committee Member is unable to perform their role they, any Ordinary Member can be appointed to act in the position in the interim. This excludes the rules for deputation by the Deputy Chief Volunteer and Treasurer.
  - a. If a Committee Member is unable or unwilling to perform their role for more than three months, the position becomes vacant.

## **8. Finance**

- a. The Club shall open a Bank, Building Society or Credit Union account, to be operated upon by the signatures of any three (3) members of the Club's management committee. These members shall be the Treasurer, Chief Volunteer and Secretary.
- b. The Committee shall prepare an annual budget for the proper ordering of the financial affairs of the Club and for presentation to the Clubs and Societies Committee or in support of each annual application for an Association grant.
- c. The Committee shall ensure that the Association regulations in respect of the Club and Society finances and reporting are satisfied.
- d. The financial year of the Club shall end 31 December each year.

## **9. Social Media & Digital Communications tools**

The following Management Committee Members must all have access to any social media or digital communication tools:

- The Chief Volunteer
- The Deputy Chief Volunteer or Treasurer
- The Communications Officer or Secretary

Social Media & Digital Communications Tools include but are not limited to:

- The Club email.
- The Club Facebook Page and Facebook group. These are taken as one tool.
- The QPay Account.
- Typeform

## **10. Meetings**

### **a) Annual General Meeting**

- i) The Annual General Meeting of the Club shall be held in October of each year. Fourteen (14) days notice of the A.G.M. shall be given to the membership and the Association by notice placed on the official Association notice boards and by such other methods as the committee may deem appropriate.
- ii) At the Annual General Meeting the Secretary shall deliver a written report of the Club's activities for the preceding year. The Treasurer shall present audited financial statements and accounts for the preceding year.
- iii) Quorum at the Annual General Meeting shall be  $\frac{3}{4}$  of the executive and ten ordinary members. In the event of quorum not being present within thirty (30) minutes of the scheduled time for the meeting, the meeting shall be adjourned to the same place and time in the following week at which those members present shall constitute a quorum.

### **b) Special General Meetings**

- i) Special General Meetings may be called by the Committee or by petition to the Secretary from a number of ordinary members equivalent to twice the numbers of Committee members.
- ii) Special General Meetings shall be called within fourteen days of receipt by the Secretary of a request from the Committee or the membership as above. Seven (7) days notice shall be given to the membership of a Special General Meeting.
- iii) Quorum at a Special General Meeting shall be twice the number of committee members, regardless of whether those members are present.

c) **Committee Meetings**

- i) The Management Committee shall meet at least once each semester. Quorum at Committee meetings shall be half plus one of the Committee memberships for the time being. Seven (7) days' notice of all Committee meetings shall be given to each executive committee member. Committee meetings may be called by the Secretary alone or on the request of half the membership of the committee.

## **11. Property**

All property of the Club shall be held in trust for Club purposes. In the event of dissolution of the Club the property of the Club shall devolve upon the James Cook University Student Association

## **12. Powers of the committee**

The Committee shall be empowered to do all things conducive and incidental to the attainment of the objects of the Club consistent with this Constitution and the James Cook University Student Association Regulations made there under.

The committee shall have the power to make regulations and by-laws, in accordance with this Constitution.

The committee has the power to revoke a membership, providing the vote is passed by 2/3 majority.

## **13. Liability**

- a. Each member ("That Member") of the Club shall:
  - i. Be solely liable for and indemnify the Association, the Club, the Management Committee, the Officers of the Club and/or other Club Members for all liability whatsoever to a third party, arising out of the actions or omissions of That Member (whether by negligence or otherwise) resulting in injury or loss to a third party, whether or not that third party is a Club Member,

- ii. Indemnify and save harmless the Association, the Club, the Management Committee, the Officers of the Club and/or other Club Members for all liability whatsoever to That Member in the course of “Club Activities”, whether arising by way of negligence or otherwise.

- b. “Club Activities” include activities engaged in predominantly for the advancement of Club Objectives enumerated on Clause 2, including activities on the nature of or incidental to:
  - o Meetings
  - o Functions/Events
  - o Workshops/Seminars
  - o Training sessions; and
  - o Competitions

#### **14. General**

In any matters not specified in this Constitution or in Regulations enacted by the Committee under this Constitution the provisions of the Constitution and Regulations of James Cook University Association shall apply.

#### **15. Disputes**

Any disputes must be submitted in writing to the Secretary and presented to the Management Committee within three (3) days of receipt of the dispute. The Management Committee must then meet within fourteen (14) days to discuss and resolve the dispute.

Alternatively, the dispute can be brought to a general or special general meeting, and the disputed issue be decided by a 2/3 majority vote of members present at that meeting.

Management Committee decisions can be overturned by a 2/3 majority vote of members present at a general or special meeting.

## **16. Appeals**

Any appeals must be submitted in writing to the Secretary and presented to the Management Committee within three (3) days of receipt of the appeal. The Management Committee must respond to the appeal within fourteen (14) days.

## **17. Amendments to Constitution**

The Constitution may be amended at a general meeting of the Club by two-thirds majority vote of members present provided that fourteen (14) days notice shall be given to all club members of the proposed amendment/s by display on the official Association notice boards, and further provided that the amendment is approved by Association Council. Quorum shall be twice the total number of Management Committee Members, regardless of whether those members are present.

## **18. Dissolution**

The Club shall be dissolved should it fail to hold its Annual General Meeting, or on the decision so to do of a two-thirds majority of members present and voting at a general meeting for which due notice has been given.