

**CONSTITUTION OF THE JAMES COOK UNIVERSITY ARTS & EDUCATION  
STUDENT ASSOCIATION OUTLINING THE RULES AND REGULATIONS  
(Version 1 | 2022)**

**1. NAME**

- i. Upon affiliation with the James Cook University Student Association, there shall be a society known as the James Cook Arts & Education Student Association (JCAEDSA).

**2. OBJECTIVES OF THE SOCIETY**

- i. To support student learning in the Education Program and Arts at James Cook University,
- ii. To bring together individuals studying an Arts and Education Degree at James Cook University for the purpose of improving their social and cultural experience through offering member events and activities,
- iii. To foster the educational and social environment of students enrolled in the Arts and Education Degree at James Cook University, and
- iv. To serve the best interests of the members by providing academic and social support.

2.1. All assets and income to the society shall be applied solely to further all objects in section 2 of the Constitution

**3. MEMBERSHIP**

All members of the James Cook University Education Student Society, and such other persons of the committee:

- i. May from time to time, determine who shall be eligible for membership within the society,
- ii. Shall be bound by the constitution and by-laws of the society,
- iii. Will be entitled to all advantages and membership privileges,
- iv. Have voting rights at general meetings only however the executive members of the society have the right to put all matters raised to a final vote if an agreeance cannot be decided at that point of time,
- v. Will be charged a membership fee (which will be a nominal sum that the Executive Committee determines at the beginning of each year)

3.1. The number of members within the society shall be unlimited.

3.2. The Executive Committee may determine that there shall be a further class of membership from time to time for which a membership fee may be charged, subject to the approval of the Student Association.

3.3. Any addition of new memberships to the society will need to be clearly outlined and made aware to the Student Association for further approval. The secretary shall maintain a register of members, who must renew their membership

annually to continue to be eligible for any benefits in that following year.

#### 4. TERMINATION OF MEMBERSHIP

A member may resign from the society at any given time without a refund of the paid membership price. Such resignation shall take effect at the time such notice is received by the Secretary, unless a later date has been specified where it shall take effect as of that later date.

If a member:

- a) Is convicted of an indictable offense; or
- b) Fails to comply with any of the provisions of Rules; or
- c) Conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the Association;

The executive committee shall have the right to consider whether his or her membership shall be terminated. Note there will be no refunds of the paid membership price.

The member concerned shall be given a full opportunity of presenting his or her case to the executive committee. If the issue resolves to the termination of his or her membership from the society, the secretary will advise the member in writing accordingly.

#### 5. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- i. A person whose membership has been revoked may appeal against the four executive members of the committee by given written notification of intention to appeal within one month. These committee members being the Education President, Vice President, Secretary and Treasurer.  
The Vice President and Secretary are able to make any final decisions if an agreeance cannot be made upon.
- ii. Upon receipt of a notification of intention to appeal against termination of membership, the secretary shall convene, within one month of receipt by his or her notice, a general meeting will be held to determine the appeal
- iii. At any such meeting the applicant shall be given the opportunity to fully present his or her case and the Management Committee or those members thereof who terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members presents at such meeting.

#### 6. MANAGEMENT OF THE SOCIETY

- i. The Executive Committee of the society shall be elected at the Annual General Meeting. This meeting must be made aware to all current members of the society at least a month prior to the set date.
- ii. The Executive Committee shall consist of:
  - a) President, who shall be the Chief Executive Officer of the Society,
  - b) Vice President, who shall depute for the President in his or her absence,
  - c) The Honorary 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,
- d) The Honorary Treasurer, who shall keep a record of all monies received, and payments made by the Club so that an unqualified audit of the Club's accounts can be presented at the Annual General Meeting, and he/she shall also present regular financial statements and accounts to the Management Committee.
    - a. All monies received by the Club shall be paid in full into the 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 Honorary Treasurer and/or President in the case of petty cash disbursements. The Honorary Treasurer shall set up an imprest account disbursement with an upper limit to be determined from time to time by the Management Committee.
  - e) Such other members with such other responsibilities as the Club may from time to time appoint 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.

6.1. The Executive Committee may elect students under the title of:

- First Year Student Representative/s
- Second Year Student Representative/s
- Third Year Student Representative/s
- Fourth Year Student Representative/s
- Aboriginal and Torres Strait Islander Representative/s
- Sponsorship Officer/s
- Social Convener/s
- Other positions of the executive from time to time if deemed necessary

6.2. The Executive Committee may appoint an academic staff member to attend general meetings as a liaison between Committee and other staff members.

6.3. Shall an Executive member resign their position during their term, the remaining three (3) of the Executive members shall appoint a member to fill the unexpired term.

## 7. FINANCE

- i. The Club shall open a bank, building society or credit union account, to be operated upon by a minimum of any two (2) of the Club's Executive Committee. All four (4) Executive Committee members shall be signatures of the selected bank account and have access to the online banking.
- ii. The Executive Committee shall prepare a financial presentation to the Clubs and Societies Committee to support the Club's applications for grants from the Association.
- iii. The Committee shall ensure that the Association regulations in respect of the

- Club and Society finances and reporting are satisfied.
- iv. The financial year of the Club shall end 31 of December each year. 8.

## MEETINGS

- i. Annual General Meeting (AGM)
- a) The AGM of the Club shall be held in October of each year. **Fourteen (14) days'** notice of the AGM 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 Management Committee may deem appropriate.
  - b) At the AGM the Honorary Secretary shall deliver a written report of the Club's Activities for the preceding year. The Honorary Treasurer shall present audited financial statements and accounts for the preceding year.
  - c) Quorum at the AGM shall be three of the four Executive members and five ordinary members. In the event of quorum not being present within thirty 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.
- ii. Special General Meetings (SGM)
- a) An SGM may be called by the Executive Committee or by petition to the Honorary Secretary from a number of ordinary members equivalent to twice the numbers of Committee members. SGM's shall be called within fourteen days of receipt by the Honorary Secretary of a request from the Committee or membership as above. Seven (7) days' notice shall be given to the membership of a Special General Meeting.
    - a. Quorum at a SGM shall be twice the number of Committee Members
- iii. Committee Meetings (CM)
- a) The Management Committee shall meet at least once each semester. The CM shall consist of the three of the four Executive Committee members as well as all other committee members, unless unavailable. The CM shall be called upon by either the President or the Honorary Secretary.

## 9. PROPERTY

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

## 10. POWERS OF THE COMMITTEE

- i. 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.
- ii. The Committee shall have the power to make regulations and by-laws, in

- accordance with this Constitution.
- iii. The Committee has the power to revoke a membership, providing the vote is passed by two thirds of the majority

## 11. LIABILITY

- i. Each individual member shall:
- a) 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 the individual member (whether negligence or otherwise) resulting in injury or loss to a third party, whether or not that third party is a Club Member, and
  - b) 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 the individual member in the course of "Club Activities," whether arising by way of negligence or otherwise.
- ii. Club Activities shall
- a) Include activities engaged predominantly for the advancement of Club Objectives enumerated in Section 2, including activities on the nature of or incidental to:
    - a. Meetings,
    - b. Functions/Events,
    - c. Workshops/Seminars,
    - d. Training sessions, and
    - e. Competitions.

## 12. GENERAL

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

## 13. DISPUTES

- i. Any disputes must be submitted in writing to the Honorary Secretary and presented to the Executive Committee within three (3) days of receipt of the dispute. The Executive Committee must then meet within fourteen (14) days.
- ii. Alternatively, the dispute can be brought to a general or special general meeting, and the disputed issue be decided by a two-third majority vote of members present at that meeting.
- iii. Executive Committee decisions can be overturned by a two-third majority vote of members present at a general or special meeting

## 14. APPEALS

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

#### 15. AMENDMENTS TO CONSTITUTION

- i. 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.

#### 16. DISSOLUTION

- i. 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 of members present and voting at a general meeting for which due notice has been given.

THIS CONSTITUTION ENDS HERE