

**CONSTITUTION**

**OF THE**

**JAMES COOK UNIVERSITY**

**LAW STUDENTS' SOCIETY**

**2022**

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# THE CONSTITUTION

## 1. NAME OF THE SOCIETY

### 1.1. Statement of Formation

- 1.1.1. The constitution formally establishes a society of law students at James Cook University in Townsville.

### 1.2. Common name of the Society

- 1.2.1. The common name of the Society shall be the “James Cook University Law Students’ Society”.
- 1.2.2. The common abbreviation shall be “JCULSS”.
- 1.2.3. The proper noun used in this constitution shall be “Society”.

### 1.3. Registered name

- 1.3.1. The registered name of the Society in accordance with the *Associations Incorporation Act 1981* (Qld) shall be “JAMES COOK UNIVERSITY OF NORTH QUEENSLAND LAW SOCIETY INC”.

### 1.4. Other identification

- 1.4.1. For the purposes of identifying the Society, the following information shall be recognised.
  - (i) The association number is IA06630
  - (ii) The Australian Business Number is 78077498815

## 2. DEFINITIONS

### 2.1. Terms

- 2.1.1. Unless contrary intention appears in this constitution and the rules of the Society, the following terms shall have the following meanings:
  - (i) “academic year” shall be the period so described by the university Council of the James Cook University.
  - (ii) “Chief Executive” means the Chief Executive of the Office of Fair Trading.
  - (iii) “Chief Executive Officer” means the person holding a position defined in 6.1.2(i) (President).
  - (iv) “financial year” means the period from the 1st of July of one year, to the 30th of June of the next year.
  - (v) “Head of the School of Law” shall be the person who holds that appointment within James Cook University or that appointment as styled from time to time.
  - (vi) “ineligible” means the definition in the *Associations Incorporation Act 1981* (Qld) s 61A.
  - (vii) “resolution” means a motion at any Annual General Meeting or Executive meeting.
  - (viii) “School of Law” means the James Cook University School of Law (Townsville Campus).

- (ix) “Senior Executive Member” means a person holding a position defined in 6.1.2(i) (President), 6.1.2(ii) (Vice President), or 6.1.2(iii) (Secretary).
- (x) “Society” means the James Cook University Law Students’ Society Incorporated.
- (xi) “special majority” means a vote that is carried with at least three quarters majority of the Executive
- (xii) “surplus assets” means the definition in the *Associations Incorporation Act 1981* (Qld) s 92(3).
- (xiii) “University” means James Cook University.

### **3. OBJECTS OF THE SOCIETY**

#### **3.1. List of objects of the Society**

- 3.1.1. To represent the interests of the law students, and the study of law in general at James Cook University.
- 3.1.2. To act as the officially recognised body for the accreditation of teams wishing to represent the study of law in academic competitions.
- 3.1.3. To foster and promote the educational, welfare and cultural life of members.
- 3.1.4. To cater for the social needs of members.
- 3.1.5. To maintain affiliation with the Australian Law Students' Association (“ALSA”) where reasonably practicable.
- 3.1.6. To become and remain affiliated with the James Cook University Students' Association (“JCUSA”).
- 3.1.7. To foster and promote a constructive relationship with the James Cook University College of Business, Law and Governance

#### **3.2. No distributions to members or other persons**

- 3.2.1. The assets and income of the Society shall be applied solely in furtherance of its objects in 3.1.
- 3.2.2. No portion of the assets and income of the Society shall be distributed directly or indirectly to the members of the Society or any other persons except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

### **4. MEMBERSHIP**

#### **4.1. Classes of membership for the Society**

- 4.1.1. The following is a list of classes of membership
  - (i) ordinary membership
  - (ii) associate membership
  - (iii) honorary life membership
  - (iv) four year membership

## **4.2. Rules that apply to membership of the Society**

- 4.2.1. Ordinary membership shall be limited to persons who study at James Cook University.
- 4.2.2. Associate membership shall be limited to persons who are graduates of James Cook University, who are staff members of the School of Law at James Cook University, or any other person the Executive deems fit.
- 4.2.3. Honorary life membership shall be accorded by the Society to any person the Society deems fit, at an Annual General Meeting by a resolution of a special majority.
- 4.2.4. Persons may hold more than one class of membership at any one time.
- 4.2.5. Applications for ordinary membership and associate membership shall be in such a form as the Executive from time to time prescribes.
- 4.2.6. The Executive shall prescribe a non-refundable membership fee for ordinary membership and associate membership which may be altered from time to time. There shall be no fee for honorary life membership.
- 4.2.7. Membership of the Society shall only be effective when confirmed by payment and receipt.
- 4.2.8. If membership is denied the Executive shall provide to the applicant grounds for the refusal of membership in writing.
- 4.2.9. Any member may resign from their membership of the Society at any time by giving written notice to the Secretary of the Society.
- 4.2.10. Membership, other than honorary life membership and four-year membership, is effective from receipt of payment until the end of the calendar year.
  - 4.2.10.1. Four-year membership expires four years from the date of sign up. The member must still be enrolled into studies at JCU to enjoy the benefits of the four year membership.
- 4.2.11. Notwithstanding rule 4.2.10, persons voted into the Executive at the Annual General Meeting, are considered members for all purposes, with an implied obligation to pay membership for the appropriate calendar year as soon as reasonably practical.

## **4.3. Revocation of membership**

- 4.3.1. The Executive shall have the power to expel, by a special majority, any member from the Society for misconduct of a nature opposed to the interest, reputation or objects of the Society.
- 4.3.2. The Executive shall have the power to expel by a special majority any member of the Executive for misconduct of a nature opposed to the interests, reputation or objects of the Society.
- 4.3.3. Before any revocation of membership, a formal warning must be given and the member must be afforded a reasonable amount of time to reply.

#### **4.4. Appeal against rejection or termination of membership**

- 4.4.1. A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- 4.4.2. A notice of intention to appeal must be given to the Secretary within one (1) month after the person receives written notice of the decision.
- 4.4.3. If the secretary receives a notice of intention to appeal, the Secretary must, within one (1) month after receiving the notice, call a general meeting to decide the appeal.
- 4.4.4. The general meeting to decide an appeal must be held within three (3) months after the Secretary receives the notice of intention to appeal.
- 4.4.5. At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 4.4.6. The management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- 4.4.7. An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- 4.4.8. If a person whose application for membership has been rejected does not appeal against the decision within one (1) month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the person.

#### **4.5. Register of membership**

- 4.5.1. The Executive must keep a register of members of the association.
- 4.5.2. The register must include the following particulars for each member:
  - (i) The full name of the member
  - (ii) The email address of the member
  - (iii) JCU student number
  - (iv) The date of admission as a member
  - (v) The time of resignation of the member
  - (vi) Details about the termination or reinstatement of membership
  - (vii) Any other particulars the Executive decide.
- 4.5.3. A member must contact the Secretary to arrange an inspection of the register.
- 4.5.4. The Executive may, on the application of a member of the Society under 4.5.3, withhold information about the member (other than the member's full name) from the register available for inspection if the Executive has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

## **5. VOTING RIGHTS**

### **5.1. Executive voting powers**

- 5.1.1. Only ordinary members of the Society shall be entitled to vote at the Annual General Meeting.
- 5.1.2. Ordinary members may only exercise their right to vote after a period of fourteen (14) days has elapsed since their membership has been confirmed by the Executive.
- 5.1.3. Only members of the Executive enumerated in section 6.1.2(i) through 6.1.3 (xi) inclusive, shall have voting rights on the Executive.
- 5.1.4. No person under the age of eighteen may exercise voting rights as part of the Executive.
- 5.1.5. Proxy votes shall be accepted in writing at Executive meetings and provided to a Senior Executive Member.

## **6. GOVERNANCE OF THE SOCIETY**

### **6.1. The Executive of the Society**

- 6.1.1. The Executive shall be elected at the Annual General Meeting.
- 6.1.2. The Senior Executive shall consist of:
  - (i) President, who shall be the Chief Executive Officer of the Society
  - (ii) Vice President
  - (iii) Secretary
  - (iv) Treasurer
- 6.1.3. The Executive may also include consist of:
  - (i) Australian Law Students' Association Representative
  - (ii) First Year Student Representative
  - (iii) Honours and Post-Graduate Student Representative
  - (iv) Social Convenor (Law Ball)
  - (v) Social Convenor (Regular Events)
  - (vi) Public Lecture Convenor
  - (vii) Information Technology Officer
  - (viii) Publications Officer
  - (ix) Equity and Diversity Officer
  - (x) Competitions Representative
  - (xi) Other positions the Executive from time to time deems necessary
- 6.1.4. Roles enumerated under section 6.1.2 may not be held concurrently by any person.
- 6.1.5. Roles enumerated under section 6.1.3 may be held concurrently by any person, including those persons holding roles enumerated under section 6.1.2.

### **6.2. Powers of the Executive**

- 6.2.1. The Executive shall have the following powers:
  - (i) to expend and invest its income
  - (ii) to operate banking accounts
  - (iii) to borrow money
  - (iv) to lend money to its members
  - (v) to enter into contracts



- (vi) to acquire, dispose and in any way deal with any property whether real or personal
- (vii) to sue for and recover money or property owing to the Society
- (ix) to operate and administer facilities, services (including commercial) for the benefit of the members of the Society to publish material
- (x) to hold licences under legislation
- (xi) to set and charge membership fees
- (xii) to discipline members other Society in accordance with this constitution and rule of the Society
- (xiii) to pay members of the Executive and other such employees
- (xiv) to affiliate with any properly constituted body
- (xv) to generally do all things that will give effect to or further the aim and objects of the Society

### **6.3. Responsibilities of the Executive**

6.3.1. The Executive shall have the following responsibilities:

- (i) The Executive must retire annually at the Annual General Meeting, and members shall be eligible for re-election.
- (ii) The President shall chair all meetings of the Executive. In his or her absence, the Vice President shall chair the meeting of the Executive. Alternatively, the Executive may elect one member of the Executive to chair the meeting.
- (iii) Any member of the Executive may resign from the Executive by giving written notice to the President. The President shall resign by giving written notice to the Secretary of the Society.
- (iv) The resignation of any member of the Executive shall be effective upon receipt.
- (v) Where a casual vacancy exists on the Executive, the Executive shall have the power to elect any ordinary member of the Society to fill the casual vacancy.
- (vi) Only ordinary members of the Society are eligible to sit on the Executive.
- (vii) Members voted into the Executive must pay their fees as ordinary members as early as practicable in the following academic year.
- (viii) Any member of the Executive may be removed from office at a regular meeting by special majority.
- (ix) Before a vote for a member of the Executive to be removed from office, that person must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (x) There is no right of appeal against removal from office under rule (ix).
- (xi) The Executive has authority to interpret this constitution and the by-laws, and any other matter relating to the Society on which this constitution falls silent.
- (xii) The Executive must ensure the safe custody of books, documents, instruments of title and securities of the Society.

### **6.4. Electing the Executive**

6.4.1. A member of the Executive may only be elected as follows:

- (ii) Any two (2) members of the association may nominate another member (the candidate) to serve as a member of the Executive;
- (iii) The nomination must be:
  - 6.4.1.ii.1. In writing; and
  - 6.4.1.ii.2. Specify the position or positions that the candidate is nominated for; and

- 6.4.1.ii.3. Signed by the candidate and the members who nominated him or her; and
- 6.4.1.ii.4. Given to the secretary at least three (3) days before the Annual General Meeting at which the election is to be held.
- (iii) Each member of the Society present and eligible to vote at the Annual General Meeting may vote for one (1) candidate for each vacant position on the Executive.
- (iv) If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- 6.4.2. A person may be a candidate only if the person:
  - (i) Is not ineligible for election; and
  - (ii) If the vacant position is a Senior Executive position, that person is an adult.
- 6.4.3. A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the Society for at least seven (7) days immediately preceding the Annual General Meeting.
- 6.4.4. If required by the Executive, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- 6.4.5. The Executive must ensure that, before a candidate is elected as a member of the Executive, the candidate is advised:
  - (i) Whether or not the Society has public liability insurance; and
  - (ii) If the Society has public liability insurance, the amount of the insurance.
- 6.4.6. Electing a person for the role defined in sections 6.1.3(ii) through 6.1.3(iii) (Year Representatives)
  - (i) These positions are not elected under section 6.4.1.
  - (ii) At the beginning of each academic year, the President (or her or his representative) may coordinate elections through the School of Law.
  - (iii) Methods to perform this include:
    - 6.4.6.iii.1. A simple vote of hands at a class appropriate to the position advertised; and/or
    - 6.4.6.iii.2. Seeking expressions of interest by email, presenting these to the next Executive meeting, and performing a simple majority.

## **7. MEETINGS**

### **7.1. Regular meetings**

- 7.1.1. The Executive shall formally meet at least once per three (3) months during the calendar year.
- 7.1.2. Quorum for regular meetings shall be established by persons being present at the meeting if one of these conditions is satisfied:
  - (i) Half the membership of the Executive, rounded down, plus one are present.
  - (ii) The Senior Executive Members, the Treasurer, and at least one other Executive member are present.
  - (iii) Any three (3) of the President, Vice President, Secretary, and Treasurer are present as well as three (3) other Executive members.
- 7.1.3. Members of the Executive shall be given four (4) clear days notice of Executive meetings.

- 7.1.4. Notice must be given for inability to attend Executive meetings no later than forty-eight (48) hours prior to the scheduled date of the meeting.
- (i) Notice for inability to attend given within the forty-eight (48) hour period will be deemed to be insufficient notice
  - (ii) In the event an executive member has given three (3) insufficient notices for inability to attend meetings this is grounds for removal.
  - (iii) Notice of inability to attend given within the forty-eight (48) hour period can be deemed sufficient by the Chair having regard to the circumstances in which the notice was given at the respective meeting.
  - (iv) The Chair's ruling regarding notice given within the forty-eight (48) hour period can be subject to a point of order. The executive by majority vote can determine whether the notice given within the forty-eight (48) hour period was sufficiently given having regard to the circumstances.

## **7.2. Flying meetings**

- 7.2.1. For urgent matters that cannot wait until the next scheduled Executive meeting, "flying minutes" may be distributed.
- 7.2.2. For a motion to be carried under a flying minute, it must be assented to electronically or by writing by half (1/2) the Executive, rounded down, plus one.

## **7.3. Annual General Meetings**

- 7.3.1 The Annual General Meeting must be held in the month of October unless otherwise passed by a special majority at an ordinary meeting.
- 7.3.2. The President, or his or her nominee, shall act as presiding officer and returning officer at each Annual General Meeting, and any dispute over any matter arising from the Annual General Meeting shall be arbitrated by the presiding officer, or his or her nominee.
- 7.3.3. Any university student eligible to be an ordinary member in the following year may nominate for positions on the Executive at the Annual General Meeting.
- 7.3.4. At least fourteen (14) days' notice shall be given of the date and time of the Annual General Meeting.
- 7.3.5. The quorum at the Annual General Meeting shall be twelve (12) ordinary members.
- 7.3.6. Proxy votes shall be accepted for the election of the Executive, but a maximum of two (2) may be held by any one ordinary member.
- 7.3.7. The Annual General Meeting must be held within 6 months after the end of the financial year of the society.

## **7.4. Special meetings**

- 7.4.1. If the Secretary receives a written request signed by at least one-third (33.33%) of the Executive (rounded up) or by two (2) Senior Executive members plus the Treasurer plus one (1) other non-Senior Executive member, the Secretary must call a meeting of the Executive
- 7.4.2. Each Executive member must be given seven (7) days notice from the day the Secretary receives the request.
- 7.4.3. A meeting requested under this section must be held with 14 days from the day the Secretary receives the request.
- 7.4.4. A special meeting confers powers under sections 10.1.1 and 11.3.4.

7.4.5. Motions brought at a special meeting must be carried by a special majority.

## **7.5. Minutes**

7.5.1. The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are recorded.

7.5.2. To ensure the accuracy of the minutes:

- (i) The minutes of each management committee meeting must be sighted by the chairperson of the meeting, or the chairperson of the next general meeting to verify their accuracy.
- (ii) The minutes of each Annual General Meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or Annual General Meeting to verify their accuracy.

## **7.6. Meeting procedures**

7.6.1. Subject to these rules, the Executive may meet and conduct its proceedings as it considers appropriate.

7.6.2. Notice of a meeting is to be given in the way decided by the Executive.

7.6.3. The Executive may hold meetings, or permit an Executive member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

7.6.4. An Executive member who participates in the meeting as mentioned in 7.6.3 is taken to be present at the meeting.

7.6.5. A question arising at a meeting is to be decided by a majority vote of Executive members present at the meeting and, if the votes are equal, the question is decided in the negative.

7.6.6. An Executive member must not vote on a question about a contract or proposed contract with the Society if the member has an interest in the contract or proposed contract and, if the Executive member does vote, the Executive member's vote must not be counted.

7.6.7 The President is to preside as chairperson at a management committee at a management committee meeting

7.6.8. If there is no President or if the President is not present within ten (10) minutes after the time fixed for a meeting, the Executive members may choose one of their number to preside as chairperson at the meeting.

7.6.9. If a meeting lapses;

- (i) The meeting is to be adjourned for at least one (1) day; and
- (ii) The members of the Executive who are present are to decide the day, time and place of the adjourned meeting.

## **8. COMMON SEAL**

### **8.1. The Society shall have a common seal**

8.1.1. The Secretary is responsible for the provision of and the safe custody of the Society's common seal.

- 8.1.2. The common seal is only to be used with the expressed authority of the Executive.
- 8.1.3. Where the common seal is affixed to an instrument, the instrument must be signed by the President, and counter signed by any other member of the Executive appointed for that purpose.

## **9. BY-LAWS OF THE SOCIETY**

### **9.1. Rules governing by-laws of the Society**

- 9.1.1. The Executive may make, amend or rescind by-laws binding all members of the Society at any time.
- 9.1.2. The by-laws shall be directory in nature, and shall not impinge on any legal or equitable right of any member.
- 9.1.3. Where any by-law is inconsistent with the provision of this constitution, this constitution shall prevail to the extent of the inconsistency.

## **10. CONSTITUTIONAL ALTERATION**

### **10.1. This constitution may be modified only by these methods**

- 10.1.1. This constitution may be amended, rescinded or added to by a resolution carried by a special majority at any Annual General Meeting or a Special Meeting.

### **10.2. Schedules to this constitution may be modified only by these methods**

- 10.2.1. Schedules to this constitution may be amended, rescinded or added to by a resolution carried by a special majority at any meeting.

### **10.3. Requirement for registration**

- 10.3.1. Rules in this constitution amended, rescinded or added to under Rule 10.1.1 are valid only if registered by the Chief Executive.
- 10.3.2. Rules in schedules to this constitution amended, rescinded or added to under Rule 10.2.1 are valid upon the carrying of the relevant resolution.

## **11. FINANCIAL MATTERS**

### **11.1. Rules for applying funds of the Society**

- 11.1.1 The funds of the Society must be banked in the name of the Society with whichever financial institution the Executive from time to time decides.
- 11.1.2. Expenditure over the value of one hundred dollars (\$100.00) in value must be appropriated by the Executive.
- 11.1.3. Expenditure less than or equal to the value of one hundred dollars (\$100.00) in value may be appropriated by a Senior Executive Member.
- 11.1.4. Any loan given by the Society must be approved by the Executive. Any loan arrangement approved must be evidenced in writing, and under seal.

## **11.2. Reporting requirements of the Society**

11.2.1. As soon as practicable after the end of each financial year, the Treasurer must prepare the following reports:

- (i) Statement of financial position
- (ii) Statement of financial performance
- (iii) Bank reconciliation
- (iv) any other reports required under any Queensland or Commonwealth legislation

11.2.2. The financial statements prepared must be examined by an auditor appointed by the Executive. The auditor's report is to be presented at the Annual General Meeting following the receipt of the record.

11.2.3. The Executive may, upon advice from the Treasurer, dispense with the requirement of an auditor under 11.2.2.

11.2.4. The Treasurer is responsible for the maintenance of a complete record of the financial affairs of the Society.

## **11.3. Signatories of the Bank Account**

11.3.1. The signatories of the bank account must only be changed at a Special Meeting or an Annual General Meeting

11.3.1. The signatories of the bank account must consist of the following three (3)

Senior Executive members:

- (i) President
- (ii) Vice President
- (iii) Treasurer

11.3.2. The outgoing President, Vice President and Treasurer must be removed as signatories of the bank by motion at the Annual General Meeting at which they stand down.

11.3.3. The incoming President, Vice President and Treasurer must be added as new signatories of the bank account by motion at the Annual General Meeting at which they are elected.

11.3.4. In the event of one of the three (3) signatories standing down from their role, a special meeting must be called to replace the signatory.

## **12. WINDING-UP THE SOCIETY**

### **12.1. Procedure for winding-up the Society**

12.1.1. The Society may be voluntarily wound-up by special resolution of the members passed at a special meeting called for that purpose.

12.1.2. A copy of the special resolution shall be lodged with the Chief Executive within one (1) month from the passing of that special resolution.

### **12.2. Distribution of assets**

12.2.1. Any surplus assets of the Society upon winding up shall be given to either:

- (i) The James Cook University Student Association, or
- (ii) Another entity:

12.2.1.ii.1. Having objects similar to the Society's objects; and

- 12.2.1.ii.2. The rules of which prohibit the distribution of the entity's income and assets to its members.
- 12.2.2. Any surplus assets of the Society upon winding up shall not be distributed to members.

## **13. RELATIONSHIP BETWEEN THIS CONSTITUTION AND OTHER LAWS**

### **13.1. Inconsistencies and conflicts**

- 13.1.1. When an item in this constitution inconsistent with any law of the Commonwealth or the State of Queensland, the latter laws shall prevail, and the former shall, to the extent of the inconsistency, be invalid.

### **13.2. Application of the Associations Incorporation Act 1981 (Qld) ('AIA')**

- 13.2.1. This section applies if the Society is incorporated under the AIA.
- 13.2.2. Where a request is made under the AIA s 53(1), the Secretary may provide the Uniform Resource Location ('URL') with this document.
- 13.2.3. For the purposes of the AIA s 57A, calculation of quorum expressly excludes optional Executive positions in 6.1.3.
- 13.2.4. For the purposes of the AIA s 70, if the Society remains affiliated to the James Cook University Student Association and that association extends its public liability insurance to the Society, then the Society is deemed to have public liability insurance.
- 13.2.5. If the Society is deemed to have public liability insurance in 13.2.4, this document serves as notice to new members and executive members under the AIA s 70(4)(a)(i) and AIA s 70(4)(b)(i).
- 13.2.6. If the Society is deemed to have public liability insurance in 13.2.4, the amount for the purposes of the AIA s 70(4)(a)(ii) and AIA s 70(4)(b)(ii) is to be determined by contacting that body.
- 13.2.7. All references to the "management committee" in the AIA refer to the "Executive" in this Constitution, less any minors.
- 13.2.8. For the purposes of the AIA s 47(3), the Model Rules are deemed not to apply to the Society.

### **13.3. Application of the Income Tax Assessment Act 1997 (Cth) ('ITAA')**

- 13.3.1. The Society is a "public educational institution" within the meaning of the ITAA s50-55 Item 1.4.

**THIS CONSTITUTION ENDS HERE**

## **SCHEDULES TO THE CONSTITUTION**

### **SCHEDULE 1 – BY-LAWS**

#### **1.1. No use of cheques**

- 1.1.1. No person in the Society shall draw a cheque from any of the Society's bank accounts.
- 1.1.2. Where a cheque book is issued, it shall be secured and held by the Treasurer.
- 1.1.3. Where no electronic payment facility is available, the Treasurer or her or his representative shall procure a bank cheque instead.

#### **1.2. Electronic issuing of receipts**

- 1.2.1. Where a request for a receipt is made, this is to be produced and sent electronically.
- 1.2.2. If a physical receipt is requested, a \$5 administrative fee is payable to the Society.
- 1.2.3. There is no fee for producing a physical receipt for monies received under 1.2.2.

### **SCHEDULE 2 – MEMBERSHIPS FEES**

#### **2.1. Memberships fees of the Society**

- 2.1.1. Annual membership fees for ordinary members shall be \$10.,
- 2.1.2. Annual membership fees for associate members shall be \$20.
- 2.1.3. There is no annual fee for honorary life members.