

Constitution

Contents

[Contents](#)

[The Club's Objectives](#)

[Definitions](#)

[1. Management](#)

[2. Elected Committee Duties](#)

[I. Executive Positions](#)

[President](#)

[Vice President](#)

[Treasurer](#)

[II. Honorary Executive Positions](#)

[Honorary Secretary](#)

[Honorary Marketing Manager](#)

[Honorary Advisor](#)

[3. Finances](#)

[4. Meetings](#)

[5. Property](#)

[6. Operation](#)

[7. Liability](#)

[8. Code of conduct](#)

[9. Amendment of Constitution](#)

[10. Club Dissolution](#)

The Club's Objectives

- A. Provide a safe space for those a part of the sexual and gender minorities at JCU
- B. Hold an event at least once a month.

- C. Be activists in the JCU community to support LGBTQIA+ students.

Definitions

JCU	James Cook University
JCUSA	James Cook University Student Association
The Club	Rainbow Lounge
Executive Members	Elected Committee Members which include: President, Vice President and Treasurer.
Honorary Executive Members	Elected Committee Members which include: Secretary, and Marketing Manager.
Executive Committee	Executive Members and Honorary Executive Members
Term	The period of time in which an Executive or Honorary Executive Member holds their position. Typically this is one year from the AGM.
Committee Member	Members which have committed to participating in all aspects regarding organising and running events.
Membership	Students or community who have paid for a membership to attend events.
Majority Vote	More than half of those present (in-person or online)
Unanimous vote	Everyone present votes in favour.
AGM	Annual General Meeting
SGM	Special Gender Meeting
GEM	General Executive Meeting
GCM	General Committee Meeting
Meeting Minutes OR Minutes	The written recording of who was present, what was discussed and what was decided at a meeting.

1. Management

- A. Management of the Club shall be vested in the Executive Members and Honorary Executive Members, which shall be elected annually by the membership at an AGM.
- B. The majority of Executive Members must be filled by current JCU students. This can be overridden by JCUSA.
- C. The term of an Executive Member or Honorary Executive Member is one year. They must remain in position for their full term with exemptions for medical concerns (1H). This period can be modified to be shorter than one (1) year when re-election is called due to particular planned documented circumstances or under advisement from JCUSA.
- D. Any committee member may self-nominate for a singular or multiple Executive Member or Honorary Executive Member position/s.
- E. The Executive Committee may serve for consecutive terms.
- F. Executive Members and Honorary Executive Members must be able to attend meetings (GCM, SGM, AGM) and events in person OR assist in organising events if unable to attend.

- a. If an Executive Committee member must leave for an explained extended period, which is approved by a majority committee vote, they are required to:

- 1. Delegate their duties to members of the general committee and contribute to planning/execution of events prior to leaving.
- 2. Contact the person they have delegated work to fortnightly.

OR

- 3. Uphold the commitments of the position to the best of their ability through active participation online.
- 4. Delegate any jobs which require a physical presence to others.

- ii. If the committee does not approve of the executive committee leave, the member must create a proposal describing how they shall execute their duties (i.e. a compromise). The committee will vote upon the proposal.

- 1. If supported by committee, the compromise must be documented in the subsequent minutes.
- 2. If not accepted the member is forced to step down.

A GCM will be held to elect a committee member to fill the position. The elected committee member will take up the responsibilities but only obtain the position title for JCUSA and

Bank documentation when an SGM is called, or the next AGM. If the Executive Committee Member returns prior to the general member receiving the role officially through an SGM or AGM, they may regain their position through a majority committee vote.

- b. If any committee member wishes to hold an Executive Member position they must present a document detailing how they will uphold the responsibilities of their ideal position. A majority vote by the committee must be made to pass it.
 - c. If an Executive Committee Member no longer wishes to hold their position prior to the end of their term they must inform the committee of their stance. For one (1) month or until all necessary documentation, passwords and jobs have been successfully completed or transferred to other members of the executive committee or the general committee they must maintain communication and support the Club. This must be documented in meeting minutes and JCUSA must be informed of the change.
- G. During a term, the Executive Members and/or Honorary Executive Members must review the constitution and the Modus Operandi to amend if necessary.
- a. Changes must be stated in meeting minutes as well as be read to the committee present at the next available meeting, once read out a majority vote is needed to pass the changes which will happen within a two (2) week waiting period. Changes must be submitted within the time period or else they will be considered null.
 - b. The honorary secretary will be held responsible for submitting the amendment of the constitution to JCUSA. If no honorary secretary is elected this falls to the Executive Members.
- H. An Executive Member or Honorary Executive Member member may temporarily step down from their position if necessary due to medical reasons. The duties will be given to a member nominated by the committee however the title of the position may not be relinquished from the current Executive Member or Honorary Executive Member member stepping down.
- a. The period of medical leave will be a maximum of one (1) month. After the period, the member on leave will go under review by the committee to determine if the Executive Member or Honorary Executive Member is fit for their duties and responsibilities. Any medical information presented by the member and additional discussion is confidential and should not be disclosed.
- I. The Club's Modus Operandi will outline committee responsibilities. Responsibilities not listed there will be appointed to committee members at a GCM.

- J. The committee can determine at any time who is eligible for membership of the Club. If the committee states that a person/s is not eligible for membership, a valid reason must be stated and given to the Executive Member or Honorary Executive Member for revision and acceptance. This decision must be documented in GCM or GEM minutes.
- K. If a committee member holding a distinctive position/s (outlined in the Modus Operandi) fails to fulfil responsibilities, a replacement will be elected through majority vote by the remaining committee.
- L. A committee member may be removed from the committee by way of majority vote of committee and Executive Members. This vote can be held privately, without the aforementioned committee member present. A valid reason must be given to the member and documented in the minutes of that meeting. The member is allowed to re-apply to be part of the committee in the next semester or re-enter earlier by way of majority committee and executive member vote.
- M. In the event that a committee member can no longer fulfil the responsibilities, but can stay connected and available to help when they can, they can be granted permission to complete a certain common task without the other committee responsibilities. This can be temporarily granted by two executive committee members, but long-term it must be passed by majority vote of the Executive committee.
- N. A dismissal of committee members can occur if said member misses three consecutive GCMs without prior notification to an Executive Committee member or due to exceptional circumstances.
- O. The dismissal of an Executive Committee member can occur if said person fails to fulfil their responsibilities and/or is subject to continuous complaints from numerous Club members. Dismissal can occur by way of a majority vote of all the remaining Executive Committee members, or via a unanimous vote of the rest of the Committee.
- P. The committee at any time can terminate or suspend the membership of any member found in breach of the Club's Constitution or Modus Operandi by way of majority vote. For this action to take place evidence must be provided to the committee and Executive Committee.
- Q. Social media outlet managers/admins can issue a temporary ban, typically three (3) months and then review (e.g., Facebook, Instagram, Discord, Twitter). A long-term ban, reviewed each semester, on a member needs a majority vote from the committee.
- R. The club possesses a three (3) strike misconduct system for permanent bans. This system is detailed in the Modus Operandi.

- S. Executive Positions must report to JCUSA, be majority held by students (unless overridden by JCUSA) and are required to complete official documentation.
- T. Honorary Executive Positions are not required positions. When a position is held they assist the Executive Position members in completing duties. Due to not being required these members are not included in the majority student count for executives, nor are they required to have their signatories on bank documentation.

2. Elected Committee Duties

I. Executive Positions

President

JCUSA information pertaining to the position of President can be found [here](#).

The President is the principal leader of the Club and has overall responsibility for the club's administration. The President must:

- A. Lead the annual planning of the Club/Society
 - a. Help the committee prioritise its goals and keep the committee on track by working within that overall plan.
- B. Facilitate effective management of club meetings alongside the Honorary Secretary or Executive Committee.
- C. Ensure committee members have completed all required induction forms.
- D. Coordinate the Clubs overall activities and administration.
- E. Being the spokesperson for the Club at public events and through online communication. If the member cannot act as the spokesperson of the club for safety, these roles can be delegated to other Executive or General Committee members.
 - a. Calling and chairing meetings
 - b. ensure communication with members and the JCUSA Office is carried out.
 - c. Ensure JCUSA SSAF grant acquittals and Annual General Meetings take place at or within the specified time.

- F. Maintain a close relationship with JCUSA.
- G. Provide a President Report at the end of their term in the AGM minutes.

Vice President

JCUSA information pertaining to the position of Vice President can be found [here](#).

- H. Being up-to-date on all club/society communication and events;
- I. Chairing meetings in the President's absence;
- J. Assisting the president with the oversight of the club/society including fundraising, event planning, risk assessments, etc.;
- K. Working with the treasurer to prepare an annual budget and financial information for the annual general meeting;
- L. Working at events;
- M. Directing constitutional updating and revisions;
- N. Can facilitate election of officers;
- O. Other tasks set by the President and/or Executive committee of the Club/Society.

Treasurer

JCUSA information pertaining to the position of Treasurer can be found [here](#).

- P. The Treasurer is responsible for keeping and maintaining all Club/Society financial records;
 - a. Accurate and up-to-date records regarding the Club's/Societies financial transactions are to be maintained on the Club's/Societies google drive for Executive Committee access
 - b. Receipts are to be kept, labelled, and scanned onto a safe storage system (e.g. club google drive account) for Executive Committee access
- Q. Keeping the Club/Society informed of its financial position and carry out financial transactions as directed by the Executive Committee;

- a. Prepare regular bank account reconciliation statements for presentation to the Executive Committee, at regular intervals to be decided on by the Executive Committee majority vote each term.
- R. Ensuring all payments made are legitimate and have been authorised by the Club either through a GCM or with an Executive Committee Member;
 - a. The Treasurer is not to carry out any payments without prior authorisation of the Executive Committee.
 - b. Carry out all approved payments promptly, within 5 business days of authorisation, unless the Executive Committee approves payment delay.
 - c. The Treasurer is to keep records of the date of authorisation of payments and the date payments are made, stored on the Club google drive.
- S. Preparation of budgets for income and projected spending and keep a list of all financial Club members;
 - a. Coordinate the preparation of budgets for the forthcoming year, including potential sources of income and expenditure, for presentation at the AGM
 - b. Generate a financial report for presentation at the AGM
- T. Primary Executive Committee member responsible for the Club bank account;
 - a. Promptly deposit all monies received in the Club/Societies bank account
 - b. Act as the signatory on the Club's/Societies financial bank accounts, cheque accounts, and investment and loan facilities, with at least one other Executive Committee member
- U. Prepare a financial statement of all major transactions for the Annual Audit; it is recommended the Treasurer do a bank reconciliation each month.

II. Honorary Executive Positions

Honorary Secretary

JCUSA information pertaining to the secretary can be found [here](#).

- A. Record the minutes of any official Club meetings and is responsible for ensuring that they are a factual recording of the proceedings.
- B. Assist with the Club's correspondence and aim for all correspondence to be professionally written; it is the responsibility of all committee members to verify any correspondence with the Secretary prior to delivery to the Club or external parties.
- C. Ensure that the Club's Constitution and Modus Operandi are current and accurate, and to inform the Club of any changes as outlined in the constitution during their term.

Honorary Marketing Manager

The Honorary Marketing Manager is the principal leader of the Club's social media and advertising. The Honorary Marketing Manager must:

- D. Ensure that each social media platform (e.g. Facebook, Discord) has general committee members available to make posts by:
 - a. Checking in with established teams for different platforms regularly.
 - b. Organising rotation between committee members when necessary.
- E. Working with other Executive Committee Members to provide Social Media Outlet teams a semester schedule for advertising events once events are approved.
- F. Ensure managers of servers and social media are well supported.
- G. Ensure the Club site (be it an official host & domain or linktree set up) is maintained.
- H. Source material from sponsors or event holders for promotion at appropriate times.

Honorary Advisor

The Honorary Advisor is a position whose primary function is to support the Executive Committee and The Club during their term. The Advisor must:

- I. Have knowledge on the management of clubs, preferably JCUSA Clubs, to assist the Executive Committee in their term.
- J. Be available to the Executive Committee to answer any questions, provide advice or feedback.
- K. Work alongside other members of the Executive Committee in their duties where applicable.

3. Finances

JCUSA Information about finances is held [here](#).

- A. The financial year of the Club/Society is from 1 January to 31 December.
- B. The Club shall hold a bank account, wallet, or other means of money management to be operated upon two signatures of members of the Executive Committee including the withdrawal by either unanimous vote of the Executive Committee or a majority vote of the committee and Executive Committee.
- C. The committee shall prepare an annual budget for proper ordering of the financial affairs of the Club and presentation to the JCUSA upon official request.
- D. The committee shall ensure that the JCUSA regulation concerning the Club finances and reporting are satisfied.
- E. The assets and income of the Club shall be used only for the promotion of the Club's objectives, and no portion may be paid or transferred directly or indirectly to members of the Club except as:
 - a. Repayment of expenses incurred on behalf of the Club.
 - b. Repayment for premises let to the Club.
 - c. Services rendered to the Club if that member is in a qualified position/has a business or performs service at a cost to the general community (e.g., Digital Art Commissions and Photography etc...).
 - d. Organised gifts within a budget agreed upon by the general and executive committee to promote higher morale (e.g. end of semester or year committee party, cards for executives who are stepping down etc...).
- F. No loans with an interest rate are permitted.
- G. All receipts must be documented and kept in long-term storage (E.g. Club google drive).
 - a. A receipt book must be used when money/payment is received by a Club/Society for memberships, donations etc. The Treasurer must record what the income was for, the date the income was received and the amount received.
 - b. Every time the Club/Society receives income Form 169 Club/Society Recordkeeping Template, or equivalent, must be updated.
- H. Cash floats may be used at events, they must be guarded in some manner (location, person, lock etc..) to ensure safety.

4. Meetings

JCUSA Information can be found [here](#).

Annual General Meeting (AGM)

- A. The AGM of the Club shall be held midyear at point in-between both semesters, allowances due to exceptional circumstances are permitted.
- B. Fourteen (14) days' notice of the AGM shall be given to the membership and JCUSA by a notice placed on the Club's official online media and/or by such other methods as the committee may deem appropriate.
- C. At the AGM, the Honorary Secretary shall deliver a written report of the Club's activities to the newly elected Elite Four and if asked for, JCUSA.
- D. A quorum at the AGM shall be a number at least equal to the number of members of the Committee.
- E. In the event of a quorum not being present within 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.
- F. The new Executive Committee shall be elected by an anonymous majority vote by the membership at the AGM.
- G. In the event a position has no persons nominated, the remainder of the elected committee must delegate the duties amongst themselves and committee where applicable. If this position is president, the vice president assumes the president position on documentation.
- H. The Honorary Secretary of the Club, or a member with email access who has been delegated the job, must forward the names of the Executive Committee to the JCUSA within two (2) weeks of the AGM.
- I. All members can vote at the AGM.
- J. Any committee member nominated for an Executive Committee position/s may still vote for any position they are not nominated for.
- K. Voting at the AGM is anonymous.
- L. If JCUSA enforces that All Clubs and Societies must hold meetings at a different time it will override midyear AGM: All other rules will still apply

(II). Special General Meeting (SGM)

- M. SGM's may be called by at least two members of the Elite Four, the Committee majority, or by petition of the Honorary Secretary from a number of club members equal to the number of Committee members.
- N. Meetings hold the same authority as the AGM specifically, but not limited to, changing of the constitution, re-designation of the Elite Four and/or other Committee positions, etc.
- O. SGM's shall be called within fourteen (14) days of receipt by the Honorary Secretary of a request from the Committee or the membership as above.
- P. Seven (7) days' notice shall be given of a SGM to the Club's members.

(III). General committee meeting (GCM)

- Q. A GCM will be held a minimum of once a month during study period one (1) and two (2). During other times the president can decide if it is necessary to hold another meeting.
- R. The time and date of a meeting will be decided during the previous meeting. If a time and date were not decided on during the previous meeting, the president - or in the event there is no president, the vice president - and one other Executive Committee member can decide a time and date that is at least seven (7) days away. For meetings announced less than seven (7) days away, committee members will not be penalised for not providing a reason of absence and not attending.
- S. Open to all committee members. The minutes are publicly available upon request.
- T. Majority votes consider all present Executive and Committee members at the meeting. This vote can be revoked, or revisited at the request of absent members.
- U. Attendance can be virtual or in-person to be a part of the quorum for the meeting. If someone is attending the meeting virtually, the chair or another designated committee member will handle the device and make sure that the committee member's voice is heard.
- V. Committee meetings may be called by the Honorary Secretary, or the member assuming the responsibilities of the role, alone or can be requested by a committee member.
- W. Any decision at a GCM can be revoked by way of a majority vote at the next meeting.
- X. If those who wish to abstain in any decision states said abstention, then their vote has been forfeited and so will not count towards majority vote.

- Y. The meeting may be recorded for the purpose of ensuring accurate minutes and training purposes. If the recording includes visuals or audio, all members present must be informed.
- Z. All members of the Club are welcome to sit in on a meeting. Member's questions are allowed to be raised or voiced by the Vice President – unless the member prefers another committee member to speak on their behalf.

(III) General Executive Meeting (GEM)

- AA. The meeting includes all members of the Executive Committee.
- BB. The meeting can be called at any time.
- CC. The general committee must be informed a meeting was held.
- DD. The minutes of a GEM can be held privately as they may pertain to private matters of specific members.
 - a. A version of the minutes which makes participants and subjects anonymous may be provided upon request. The requester must be made aware that time must be allowed for an executive member to make the necessary adjustments.
- EE. A Majority vote at the GEM can be overturned by a two third passed majority vote of the general committee.

5. Property

- A. Property of the club can be kept by committee members in between events. The committee member must ensure the safety of the property and return the property if they leave the committee.
- B. Any member who, by majority vote of the committee, is considered to wilfully or negligently damage, lose or destroy any property of the Club, must pay the full amount of such damage or loss as determined by the committee. The committee may suspend such member/s from the privileges of membership until they repay their debt.
- C. Property of the Club may be stored on campus in an agreed upon and approved safe location such as a store room or box.

6. Operation

- A. The committee and executive committee must follow actions consistent with this constitution and the JCUSA Regulations. They may contact JCUSA without an Executive committee present if needed for clarification regarding any rights they have access to.
- B. This Club is affiliated to the Clubs & Societies Committee of the JCUSA and anything in this Constitution which is inconsistent with the JCUSA Club & Societies Regulations is null and void to the extent of the inconsistency.
- C. Personal issues and complications that will affect the Club must be left outside of the Club to keep the atmosphere as professional as possible. If complications arise within the Club both parties will be asked to leave, this will not affect the quorum for meeting.
 - a. If requested, the members that are a part of the complication may request the Club investigate the concerns through any methods outlined in the Modus Operandi that apply.

7. Liability

- A. The affiliated club is covered by public liability insurance through JCUSA.

8. Code of conduct

- A. The club will follow the JCUSA code of conduct present on the JCUSA website (<https://www.jcusa.edu.au/clubs/clubs-and-societies-governance/>).
- B. Further Behaviour Management systems and expectations can be found in the Modus Operandi.

9. Amendment of Constitution

This Constitution may be amended, provided that:

- A. Committee members have been given a minimum of ten (10) days notice of amendments.

- B. The constitution may be amended at a SGM or AGM by way of two thirds (2/3) majority vote of the membership present.
- C. Notice of the amendment must be placed on the Club's official media.
- D. A list of amendments must be added to the end of the constitution.
- E. Amendments must be sent to JCUSA, after being passed by the Club's committee.
- F. The constitution may not be altered or amended once approved by the membership - without another vote - excluding circumstances of unintentional errors, incorrect descriptions, typographical errors or cosmetic changes which may be corrected without undergoing approval in accordance with the constitution and modus operandi.
- G. An editable version (e.g. .docx), separate from the uneditable public version (e.g. .pdf), of the constitution must be kept by the executive committee for the future executive committee to use.
- H. The person/s amending the constitution may place their name in the amendments section they add.

Further Constitution information can be found in 1G.

10. Club Dissolution

- A. The Club can be dissolved by the decision of the current committee at a GCM or when the Club ceases to operate due to no members being elected to the executive positions and the Club ceasing to function through natural attrition. In the case of the Club society being dissolved, any excess assets, property, funds or money remaining after all debts and liabilities are paid shall in their entirety be given or transferred to JCUSA or another JCU Club/College to hold in trust until the same or similar club is reformed and seeks affiliation or to be redistributed amongst the remaining Clubs & Societies.
- B. In any matter not specified in this constitution enacted by the committee under the constitution, the provisions of the Constitution of the JCUSA shall apply.

Copyright 2022 © Rainbow Lounge

All the documents and concept herein are property of the Rainbow Lounge. Any form of copying, duplication or reproduction of the above without express permission of the Rainbow Lounge Committee is a breach of Copyright, and legal action can be taken against the offending party.

Creators of 2022 Constitution:

Karla Destéfani

Laura O'Shea

Michael Richards

Assisted by the Society of Manga, Anime and Gaming (SoMAG).