



**UWA POLITICS CLUB**

EST. 2008

**CONSTITUTION**  
of  
**THE UNIVERSITY OF WESTERN**  
**AUSTRALIA**  
**POLITICS CLUB**

Last Amended 18<sup>th</sup> October 2019

## FIRST SCHEDULE

### **1. NAME**

- 1.1 The name of the Club shall be the University of Western Australia Politics Club (UWA Politics Club).
- 1.2 The Club may also be referred to as UPC.

### **2. INTERPRETATION**

- 2.1 Any dispute as to the interpretation of the Constitution, subject to any provision enrolled upon the Guild Statutes book and any resolution passed by Guild Council, shall be referred to the President for their interpretation. Such an interpretation shall then be binding except where two-thirds of the Committee objects to the interpretation. The dispute may then be referred to UWA Guild Societies Council for arbitration.

### **3. OBJECTS**

- 3.1 The objects of the Club shall be:
  - To remain affiliated to Societies Council.
  - To promote a diversity of political opinions.
  - To be a forum of political debate.
  - To engage the subject of politics on all levels, including student, local, national, international, and philosophical.
  - To ensure that the Club be an impartial body, giving equal voice and weight to all viewpoints in politics.
  - To be a forum of extra-curricular activities, enhancing the experience of UWA students who have an interest in politics.
  - To support political aspirations and goals by providing a means of connection with political organisations and figures.
- 3.2 All property and income of the club will be solely applied towards the promotion of these objectives of the club.
- 3.3 No object shall be considered predominant over any other.

### **4. MEMBERSHIP AND SUBSCRIPTION**

- 4.1 Ordinary membership shall be open to:
  - (a) Students enrolled at the University of Western Australia

(b) Members and Associate Members of UWA Student Guild

(c) Members of the University Senate

(d) Others who have been invited by the club executive, upon payment of a subscription set by the club committee

4.2 Ordinary membership shall be a subject to a subscription decided by the club committee.

4.3 Guild Membership shall confer a minimum \$2 discount on yearly subscriptions and \$1 on half yearly subscriptions.

4.4 Annual subscription shall be an absolute minimum of \$4.

4.5 The club may confer honorary life membership by majority vote in general meeting to any member, past or present, who has performed outstanding service to the club.

## **5. MEETING OF THE CLUB**

5.1 The Club will hold its Annual General Meeting no later than the last teaching week of second semester, as stipulated by the official UWA important dates published on the UWA website.

5.2 Business must be submitted to the Club Secretary at least two [2] days prior to the holding of the General Meeting to be considered on notice.

5.3 The Club may at any time convene a Special General Meeting of the Club.

5.4 A petition, signed by at least ten [10] Ordinary Members, may be submitted to the Secretary requesting a Special General Meeting, if the President or Secretary fails to call a Special General Meeting within ten [10] business days of receiving the petition the signatories may convene a Special General Meeting.

5.5 A Special General Meeting shall only discuss business relating to why the meeting was convened.

5.6 Quorum for a General Meeting of the Club shall be ten [10] Ordinary Members of the Club.

5.7 Only Ordinary Members may hold voting rights.

5.8 Any Meeting of the Club must be advertised on Guild Notice Boards, or in Guild mailing services, for at least seven [7] days.

5.9 No General Meeting may be held while a Guild General Meeting is in progress. This shall not apply where written notice of the meeting was given before written notice of the Guild General Meeting.

- 5.10 The President holds to right to chair all meetings of the club. If they are absent or do not exercise this right this right shall develop upon the next most senior office bearer, as outlined in section 7.1.
- 5.11 If no office bearer is present or willing to chair a meeting then the meeting shall elect its own chair.
- 5.12 All General Meeting of the Club shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.

## **6. STRUCTURE**

- 6.1 The organization of the Club shall be split into three [3] groups:
- (a) The Executive
  - (b) The Committee
  - (c) Any potential subcommittees deemed necessary by the Club Executive

## **7. THE EXECUTIVE**

- 7.1 The Club Executive shall comprise the following positions in order of seniority as it pertains to section 5.10:
- (a) President
  - (b) Vice President (Policy)
  - (c) Vice President (Social)
  - (d) Secretary
  - (e) Treasurer
  - (f) Immediate Past President
- 7.2 These members will be representatives of the appropriate Guild Sub-council/s and Guild Meetings.
- 7.3 The quorum for the Executive meetings shall be four [4] Executive Members.
- 7.4 The President holds to right to chair all meetings of the Executive. If they are absent or do not exercise this right this right shall develop upon the Vice President (Policy).
- 7.5 If neither the President or the Vice President (Policy) are able to chair the meeting, then no meeting shall be held.

- 7.6 The Executive shall organise the affairs of the Club, which shall be subject to approval by the Club Committee, and approve decisions made by Subcommittees.
- 7.7 A Club Member may not hold more than one [1] Executive position.
- 7.8 Two [2] Club Members may not hold one [1] Executive position jointly.
- 7.9 All decisions made by the Club Executive shall be able to be overruled in a General Meeting by an absolute majority vote in a show of hands.

## **8. THE COMMITTEE**

- 8.1 The Committee shall comprise of:
- (a) The Executive
  - (b) One [1] Sponsorship Officer
  - (c) One [1] Policy Officer
  - (d) One [1] Social Officer
  - (e) One [1] Engagement Officer
  - (f) One [1] Marketing Officer
  - (g) One [1] Male identifying Fresher Representative
  - (h) One [1] Female identifying Fresher Representative
- 8.2 The Executive may appoint a Publications Officer, Print Editor, Electronic Editor, Subeditors, and/or any other officer position deemed necessary by the Executive.
- 8.3 The Executive may by simple majority co-opt Club Members to perform specific tasks or duties, which co-option shall cease upon that task or duty being completed.
- 8.4 Members appointed under 8.2 shall be non-voting members of the Committee.
- 8.5 Members appointed under 8.3 shall not be considered members of the Committee.

## **9. MEETINGS OF THE COMMITTEE**

- 9.1 The Committee shall meet at such times and places as the President shall determine.
- 9.2 Notice should be given by the Secretary three [3] business days prior to the meeting.
- 9.3 A petition, signed by at least two [2] Committee Members, may be submitted to the Secretary requesting a Special Committee Meeting, if the President or Secretary fails to call a Special Committee Meeting within ten [10] business days of receiving the petition the

signatories may convene a Special Committee Meeting. Any business raised in the petition shall hold priority over all other business.

9.4 Quorum for a meeting of Committee shall be four [4], two [2] of which must be executive members.

9.5 The President holds the right to chair all meetings of the Committee. If they are absent or do not exercise this right this right shall develop upon the next most senior office bearer, as outlined in section 7.1.

## **10. DUTIES OF OFFICE BEARERS**

### **10.1 President**

It shall be the duty of the President to:

(a) Act as the official spokesperson for the Club.

(b) Carry out the function of Chair at all Annual General, Special General, Executive Meetings, Committee Meetings at which they are present and which does not contradict any other clause of this Constitution.

(c) Carry out other duties as the Constitution, Annual General, Special General, Executive and Committee Meetings may, from time to time require.

(d) The President is not required to attend, but is required to be informed of the decisions of each Sub-Committee.

### **10.2 Vice President (Policy)**

It shall be the duty of the Vice President (Policy) to:

(a) Carry out the responsibilities of President in the case of the President being unable to act, or the office of President is temporarily vacant.

(b) Ensure the efficient operation of any Policy Sub-Committee meetings and forums.

(c) Organise all policy related activities and tasks deemed desirable by the President.

(d) Report any Policy Sub-Committee decisions to the President and the Executive

### **10.3 Vice President (Social)**

It shall be the duty of the Vice President (Social) to:

(a) Ensure the efficient operation of any Social Sub-Committee meetings and forums.

(b) Organise all social related activities and tasks deemed desirable by the President.

(c) Report any Social Sub-Committee decisions to the President and the Executive.

#### 10.4 **Secretary**

It shall be the duty of the Secretary to:

- (a) Keep minutes of all meetings of the Club.
- (b) Be responsible for the preparation of the Club mailing list and all other contact lists.
- (c) Keep records of all correspondence of the Club.
- (d) Notify all members of and about meetings and forums of the Club, pursuant to this Constitution.
- (e) Provide any member of the Club with a copy of this Constitution within seven [7] working days of a request being received
- (f) Maintain a formal register of financial members.
- (g) Fulfil all duties relating to the administration of this constitution.
- (h) To ensure all commitments, relating to club administration, to the Societies Council are fulfilled.

#### 10.5 **Treasurer**

It shall be the duty of the Treasurer to:

- (a) Bank the monies of the Club.
- (b) Be responsible for raising funds for the Club.
- (c) Be generally responsible for the management of the financial affairs of the Club.
- (d) Table at the Annual General Meeting, the financial statements of the Club for the last twelve [12] months.
- (e) Prepare necessary forms, and receipts for Societies Council in accordance with Societies Council grant policies.

#### 10.6 **Immediate Past President**

(a) It shall be the duty of the Immediate Past President to provide continuity in policy and guidance to the Committee.

#### 10.7 **Policy Officer**

It shall be the duty of the Policy Officer to:

(a) Perform such tasks, and be responsible for, such matters as may, from time to time, be requested by the Policy Sub-Committee, the President or other members of the Executive acting on behalf of the President.

#### 10.8 **Social Officer**

It shall be the duty of the Social Officer to:

(a) Perform such tasks, and be responsible for, such matters as may, from time to time, be requested by the Social Sub-Committee, the President or other members of the Executive acting on behalf of the President.

#### 10.9 **Engagement Officer**

It shall be the duty of the Engagement Officer to:

(a) Work under the guidance of the Executive to better engage Club members in all of the club's activities.

(b) Perform such tasks, and be responsible for, such matters as may, from time to time, be requested by, the President or other members of the Executive acting on behalf of the President.

#### 10.10 **Marketing Officer**

It shall be the duty of the Marketing Officer to:

(a) Work under the guidance of the President and the Sub-Committee's to ensure all club events are adequately marketed.

(b) Perform such tasks, and be responsible for, such matters as may, from time to time, be requested by, the President or other members of the Executive acting on behalf of the President.

#### 10.11 **First-Year Representatives**

It shall be the duty of the First-Year Representatives to:

(a) Perform such tasks, and be responsible for, such matters as may, from time to time, be requested by their respective Sub-Committee, the President or other members of the Executive acting on behalf of the President.

#### 10.12 **Sponsorship Officer**

It shall be the duty of the Sponsorship Officer to:



(a) Work with the Club President and Treasurer to locate and approach potential Sponsors for the Club.

(b) Ensure that all Club Sponsors are liaised with and engaged regularly.

10.13 The duties of each Officer Bearer are not limited strictly to the roles listed here and may vary as required by the President or the Executive.

## **11. RESIGNATION AND DISMISSAL**

11.1 The Committee in meeting may dismiss an ~~Elected~~ Office-Bearer where, in the opinion of two thirds of the members of the Committee present and voting, that ~~Elected~~ Office-Bearer has:

(a) Consistently failed adequately to discharge the duties of that position; or

(b) Been absent from two [2] consecutive Committee Meetings without providing an explanation deemed reason by the Club President; and

(c) Been given at least three [3] business days' notice of that Committee Meeting; and

(d) Been accorded the opportunity to be present and to speak at that Committee Meeting.

11.2 An Executive Member or Committee Member may resign by notice in writing, submitted to the Secretary.

## **12. ELECTIONS**

12.1 Elections for the following positions shall occur at the Annual General Meeting;

(a) President

(b) Vice President - Policy

(c) Vice President - Social

(d) Secretary

(e) Treasurer

(f) Policy Officer

(g) Social Officer

(h) Engagement Officer

(i) Marketing Officer

12.2 The provisions governing elections shall be:

(a) All ordinary financial members of the Politics Club shall be entitled one vote in the committee elections

(b) If an ordinary member of the club is unable to attend the elections, they may send a proxy to vote on their behalf. The proxy must be another ordinary financial member of the club. Proof of the proxy allocation must be submitted to the Returning Officer prior to the election, and must include the full name of the absent member and the proxy member, the student numbers of both members and the signature of the absent member.

(c) The register of ordinary financial members eligible to nominate and vote in the elections shall close precisely seven [7] days prior to the Annual General Meeting.

(d) Nominations for committee positions shall be declared open seven [7] days prior to the Annual General Meeting, after the close of the membership list, and shall close twenty-four [24] hours before the Annual General Meeting, upon announcement of the Returning Officer.

(e) All Committee positions shall be elected by secret ballot and use a full preferential voting system.

(f) Each candidate for a position must be nominated and this nomination must be seconded. The candidate for any position may nominate themselves for that position. Nominations are to be received in a manner deemed appropriate by the Returning Officer.

(g) Only Ordinary Members may vote, nominate or second for elections.

(h) Candidates for committee positions may not engage in any online electioneering or campaigning, or any public attempt to persuade other club members to vote for them or any other candidates in the committee elections.

(i) Elections must occur once every calendar year.

12.3 Election of Fresher Representatives shall take place by full preferential ballot at a time of the committees choosing, later than the seventh [7<sup>th</sup>] day of April in each year.

12.4 The provisions governing fresher elections shall be:

(a) Notice must be given at least seven [7] days prior to the ballot

(b) Nominations shall open seven [7] days prior to the ballot and close one [1] hour before the ballot

(c) Only Ordinary Members currently enrolled in their first semester of study at the University of Western Australia are eligible to nominate

(d) All Ordinary Members of the Club are entitled to one vote.

(e) No proxies will be allowed.

(f) The Club President may act as the Returning Officer in fresher elections.

12.5 The President shall appoint a Returning Officer to conduct the committee elections in a fair and impartial manner, and notify the committee within twenty-four [24] hours of doing so.

12.6 The appointed Returning Officer must not be contesting the election that they are overseeing.

12.7 The Returning Officer must not have been a member of the Club Committee or have held an appointed position on the club since the last AGM.

12.8 The Returning Officer may be dismissed following a two-thirds majority vote of all voting members of the Club Committee.

12.9 These Politics Club election regulations shall be subject to the interpretation of the Returning Officer, who may administer sanctions for non-compliance as they see fit.

### **13. APPOINTED OFFICE BEARERS**

13.1 The Executive shall appoint one individual to each of the following positions:

(a) Sponsorship Officer

13.2 The positions listed in Section 13.1 shall be appointed annually.

### **14. VACANCIES**

14.1 If a Committee Member resigns or ceases to hold office for any reason the remaining members of the Committee shall be empowered to fill the vacancy from a member of the Ordinary Membership, this should be done upon recommendation by the Club Executive.

### **15. FINANCE**

15.1 The Treasurer shall be responsible for the finances of the Club.

15.2 Any withdrawal/expenditure of Club finances must be signed by two [2] Executive members.

15.3 The signatories to the Club's Guild Bank Account, of which there may only be one [1] account, shall be all members of the Executive.

15.4 The Club may hold an account external to the Guild to house funds for everyday expenses. The President and the Treasurer must be signatories to this account.

15.5 The Committee must approve any expenditure over \$150 made on behalf of the Club.

### **16. PUBLICATIONS**

- 16.1 The Publication of the Club shall be known as State Magazine.
- 16.2 State will publish articles that, for any reason, cannot be published in print on the website and will publicize these to the same extent as other articles.
- 16.3 The Club may publish an annual State Magazine Journalism and Scholarship Review containing scholarly work and selected journalistic articles from the year's publications and/or from undergraduate students and pre-doctoral postgraduate students from UWA.
- 16.4 The Club Executive will act as the publishing approval board for any pieces published by State Magazine.
- 16.5 An Editor shall be appointed by the Club Executive to curate the magazine, this Editor shall be answerable to the Club Executive and may be required to sit on any relevant subcommittees.
- 16.6 The Editor must not be a voting member of the Club Committee.

#### **17. AMENDMENT OF THIS CONSTITUTION**

- 17.1 Any two [2] financial Ordinary Members of the Club may submit to the Secretary a notice of motion signed by them proposing an alteration to this Constitution. It should be no less than three [3] days before the appointed date of the next General Meeting and shall be posted on notice boards forthwith.
- 17.2 The motion may then be considered by the Club at its next meeting and amendments that are relevant to the subject matter thereof may be moved without notice.
- 17.3 The motion of any amendment thereto shall not be deemed adopted unless it receives a two-thirds majority of the members present and voting.
- 17.4 The motion as adopted with any amendments shall come into force upon receiving the approval of the Societies Council.

#### **18. MAJOR OBLIGATIONS TO GUILD**

- 18.1 The Club shall comply with the Regulation of the Guild, the Rules of the Societies Council, and all other provisions enrolled upon the Guild Statutes book.
- 18.2 All Executive Members of the Committee shall be jointly and severally responsible for such compliance, and shall be deemed liable in the event of noncompliance therewith.

#### **19. DISSOLUTION OF THE CLUB**

- 19.1 If upon the dissolution of the club, any property of the club remains after satisfaction

of the debts and liabilities of the club that property shall be distributed to another association or club affiliated to the Societies Council which has similar objectives to those of the club, and which association shall be determined by resolution of the members.

#### SECOND SCHEDULE: STANDING ORDERS

##### **20. DETERMINED BY THE COMMITTEE**

20.1 The Committee shall determine, by simple majority, the standing orders of Committee Meetings, from time to time subject to the rules governing the Club.