

# The Constitution of the Flinders Archaeological Society

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Current as of 19/11/2015

## 1. Preliminary

### 1.1. Definitions

(a) In this constitution:

**‘Academic Day’** refers to any working day during a teaching week in Semester 1 or Semester 2 as specified by Flinders University.

**‘Casual Vacancy’** is a vacancy which occurs during the prescribed term of office which occurs at a time other than the annual elections.

**‘Current Student’** means any enrolled student of the University, whether that person is enrolled as a full time, part time or external student.

**‘General Secretary’** means the General Secretary of the Flinders University Student Association.

**‘Returning Officer’** refers to a person who is responsible for overseeing the administration and conduct of an election. The returning officer must:

- a) Be impartial and independent of mind; and
- b) Not be a nominee for any position which they are overseeing.

**‘Student Association’** means the Flinders University Student Association.

**‘Correspondence of the Society’** means all mail addressed to the Society and its executive, as well as all email sent to the Society’s official email addresses.

## 2. The Society

### 2.1. Society name

(a) This Society shall be known as the Flinders Archaeological Society (in this constitution, ‘the Society).

### 2.2. Aims and objectives

(a) The aim of the Society is to contribute to the social networking and professional development of archaeology students who are members of the Society in accordance with the following objectives:

- Hosting social and academic events throughout the academic year; and
- Facilitating student networking amongst other students and professionals; and
- Promoting student attendance at conferences; and
- Promoting the Flinders University Department of Archaeology and its staff, students and associates; and
- Promoting ethical approaches and best practice procedures in archaeology; and
- Engaging the wider community in archaeology in interactive and informative ways.

### **2.3. Not-for-profit**

- (a) The Society shall operate on a not-for-profit basis.
- (b) The assets and receipts of the Society shall be applied solely to further its aims and objectives and no portion shall be distributed directly or indirectly to the members of the Society except as genuine compensation for services rendered, expenses incurred on behalf of the organisation, or in the case of awards or subsidies approved by the executive.

### **2.4. Affiliation**

- (a) The Society is affiliated to Flinders University Student Association.

### **2.5. Membership**

- (a) Levels of membership (as defined in the Society's regulations for membership) are:
  - (i) Fee-paying member;
  - (ii) Associate member; and
  - (iii) Honorary life member.
- (b) Membership is open to:
  - (i) Current students; and
  - (ii) All others who:
    - (A) Support the objectives of the Society; and
    - (B) Pay the membership fee; or
    - (C) Have received associate membership or honorary life membership.
- (c) Membership must consist of at least sixty-six percent (66%) current students and a minimum of ten current students.
- (d) Members may resign by writing to the Secretary. Members whose membership fee is not collected by the date specified in the Society's regulations for membership is taken to have resigned.

### **2.6. Political affiliation**

- (a) This Society is not officially associated, but may be informally aligned, with a political party and does not have as one of its objectives, officially or not, to support:
  - (i) A political party; or
  - (ii) The election of a person as a member of:
    - (A) The legislature of the Commonwealth, a State or a Territory; or
    - (B) A local governing body.

## **3. General meetings**

### **3.1. Calling a general meeting**

- (a) The meeting shall be called at a time and place convenient to the members of the Society.
- (b) General meetings must be called by the Secretary at the request of the executive.
- (c) General meetings must be called by the Secretary at the request five (5) members, or ten percent (10%) of the total membership of the Society, whichever is the higher amount.
  - (i) If the Secretary does not respond to the request within four (4) weeks a request may be made directly to the General Secretary who will call the meeting.

### **3.2. Purpose of a general meeting**

- (a) General meetings shall be convened for any the following purposes:
  - (i) Planning of events;
  - (ii) Removal of office bearers;
  - (iii) To make changes to the constitution of the Society;
  - (iv) To overrule any decisions made by the executive of the Society; or,
  - (v) The expulsion of a member or members of the Society in accordance with the Student Association's Clubs and Societies Regulations.

### **3.3. Quorum of a general meeting**

- (a) Quorum at a general meeting shall be twenty percent (20%) of total membership or ten (10) members, whichever is greater. Quorum for general meetings when the Society membership is greater than one hundred (100) members shall be twenty (20) members, including at least two (2) members of the executive.
- (b) Quorum includes those who are present and those who have nominated a proxy to vote on their behalf.
- (c) Failure to reach quorum thirty (30) minutes after the scheduled commencement time, the meeting shall lapse and a new meeting must be rescheduled.

### **3.4. Notice of a general meeting**

- (a) Notice of a general meeting shall be given to the members of the Society and the General Secretary of the Student Association at least one (1) week before the set date.
- (b) The notice must contain an agenda which outlines items to be considered at the meeting.
- (c) Notice must be given using all available Society communication.

## **4. Annual general meetings**

### **4.1. Calling an annual general meeting (AGM)**

- (a) An AGM must be held once per year on an academic day.

- (b) An AGM must be called by the Secretary at the request of the executive.
- (c) An AGM must be called by the Secretary at the request of five members, or ten percent (10%) of the total membership of the Society, whichever is the higher amount.
  - (i) If the Secretary does not respond to the request within four weeks a request may be made directly to the General Secretary who will call the meeting.

#### **4.2. Business to be considered at the AGM**

- (a) The minutes of the last AGM and any subsequent general meetings; and
- (b) Financial statements detailing the Society's finances since the previous AGM; and
- (c) Annual reports of the current members of the executive; and
- (d) Election of the new members of the executive; and
- (e) Any changes to the constitution of the Society which have conformed to the notice requirements in section 11.6 of this constitution; and
- (f) Renewal of the Society's affiliation to the Student Association; and
- (g) Any other business.

#### **4.3. Quorum**

- (a) Quorum at an AGM shall be twenty percent (20%) of total membership or ten (10) members, whichever is greater. Quorum for AGMs when the Society membership is greater than one hundred (100) members shall be twenty (20) members, including at least two members of the executive.
- (b) Quorum includes members who are present and those who have nominated a proxy to vote on their behalf.
- (c) Failure to reach quorum thirty (30) minutes after the scheduled commencement time, the meeting shall lapse and a new meeting must be rescheduled.

#### **4.4. Notice**

- (a) Notice of an AGM has the same requirements as a general meeting.

#### **4.5. Post-AGM**

- (a) The Society will supply the Student Association with a copy of:
  - (i) AGM minutes confirming renewal of affiliation; and
  - (ii) An updated membership list; and
  - (iii) Updated executive contacts; and
  - (iv) Evidence that the Society has held at least two Society events for members over the course of the last year; and
  - (v) Financial reports detailing expenditure and income for the period between the last two AGMs.

#### **4.6. Renewal of affiliation**

- (a) The Society must confirm its affiliation with the Student Association at its AGM on an academic day prior to the 1<sup>st</sup> of May.

### **5. Meeting Procedures**

#### **5.1. Chairing**

- (a) The President shall chair all meetings. If the President is absent, the Vice-President shall chair the meeting. If the President and Vice-President are absent, the first order of business shall be to determine the chair.

#### **5.2. Voting**

- (a) Each member present is entitled to one vote.
- (b) A vote shall pass if fifty percent (50%) plus one (1) of the members present vote in favour of the item.
- (c) Voting shall be by show of hands unless twenty-five (25%) of the voting members present request a secret ballot.
- (d) Proxies are allowed, provided the Returning Officer has been notified prior to confirmation of quorum.

### **6. The Executive**

#### **6.1. Functions of the executive**

- (a) The functions of the executive are:
  - (i) To oversee the activities of the Society and ensure that the Society acts in accordance with the constitution; and
  - (ii) To select a delegate to represent the Society at the Student Association's Clubs and Societies sub-committee meetings; and
  - (iii) Administer the Society's budget and finances.

#### **6.2. Composition**

- (a) The executive committee is comprised of:
  - (i) The President, who must be a current student; and
  - (ii) The Vice-President; and
  - (iii) The Secretary; and
  - (iv) The Treasurer; and
- (b) The executive must be comprised of at least three current students.
- (c) A general meeting may establish other executive positions.
- (d) Executive members may hold one (1) executive position at a time.

#### **6.3. Term of Office**

- (a) The term of office shall be from the time of appointment until the next AGM.

- (b) Duties of the outgoing executive will continue until after a handover period, which will be decided by the incoming and outgoing executive.

**6.4. Roles and duties of the members of the executive**

- (a) The duties of the President include:
  - (i) Co-ordination of Society activities; and
  - (ii) Being chief spokesperson for the Society; and
  - (iii) Chairing general and executive meetings; and
  - (iv) Acting as a signatory for the Society's budget; and
  - (v) Assisting, advising, and supporting all members of the Society; and
  - (vi) Act in lieu of other office bearers where they are unable or fail to fulfil their duties.
- (b) The duties of the Vice-President include:
  - (i) Assisting all other executive members in their duties; and
  - (ii) Act in lieu of the President where they are unable or fail to fulfil their duties; and
  - (iii) Acting as the Archaeology Department representative on the Flinders University Creative Arts and Humanities Student Association committee; and
  - (iv) Acting as a signatory for the Society's budget, if necessary.
- (c) The duties of the Secretary include:
  - (i) The maintenance of a register of members consisting of name, student ID number, FAN and date of payment of membership fee, if applicable; and
  - (ii) Arranging general and executive meetings; and
  - (iii) The production of meeting minutes; and
  - (iv) Being responsible for the incoming and outgoing correspondence of the Society; and
  - (v) The submission of documents for renewal of affiliation; and
  - (vi) Acting as a signatory for the Society's budget, if necessary.
- (d) The duties of the Treasurer include:
  - (i) Being responsible for all of the Society's money and to record all income received and payments made by the Society; and
  - (ii) Keeping a register of all assets held by the Society; and
  - (iii) Preparation of an annual budget for the Society; and
  - (iv) Presentation of a financial report to each executive meeting; and
  - (v) Presentation of a financial report to the AGM for the last financial year and the period since the end of the last financial year; and
  - (vi) Keeping the financial records of the Society; and

- (vii) Acting as a signatory for the Society's budget; and
- (viii) Keeping the Society's members informed of the Society's financial situation.

## **6.5. Executive meetings**

- (a) The executive must meet at least four (4) times during each semester.
- (b) Quorum at an executive meeting is the presence of a majority of members of the executive at the time, including at least one (1) of the President, Vice-President and Secretary.
- (c) If, within 20 minutes after the scheduled start of an executive meeting, quorum is not achieved the meeting shall lapse and must be reconvened at a later date.
- (d) Executive meetings may be called by the Secretary, President or any two (2) executive members.
- (e) At least five (5) academic days' notice in writing of the date, time and place of executive meetings shall be given to each executive member unless all executive members agree to waive this requirement.
- (f) The executive may establish committees and delegate its powers as it thinks necessary.
- (g) A matter decided by the executive may be overruled by a general meeting or AGM.

## **7. Annual Elections**

### **7.1. Timing**

- (a) The annual elections held by the Society must be announced at least two (2) weeks prior to the meeting at which the elections are to be held.

### **7.2. Returning Officer**

- (a) The executive must appoint a Returning Officer at least two (2) weeks before the election.

### **7.3. Nominations**

- (a) Nominations must be sent, in writing, to the Returning Officer prior to the start of the meeting at which the election is held.
- (b) The Returning Officer must allow a final chance to nominate during the meeting immediately prior to the ballot.
- (c) Only current students who are fee-paying members of the Society may nominate for the position of President.
- (d) Any fee-paying member of the Society may nominate for the positions of Secretary, Treasurer and Vice-President. These members should be current students.
- (e) Members may serve a maximum of four (4) years on the executive committee.



#### **7.4. Ballots**

- (a) Contrary to section 5.2(c) elections shall always be conducted by secret ballot, unless only one nomination has been received for a single position.
- (b) Ballots may only be conducted at an AGM of the Society.
- (c) The order of the names on the ballot shall be randomised by the Returning Officer.

#### **7.5. Vote Counting**

- (a) Each member present at the meeting at which the election is held is entitled to a single vote for each ballot.
- (b) The nominated member who receives the most votes in the election and who is eligible for the position shall be declared the winner of the election.

#### **7.6. Post-Election requirements**

- (a) The contact details for all office bearers of the Society must be given to the General Secretary and the Association within two weeks of the election.

### **8. Casual Vacancies**

#### **8.1. Timing**

- (a) The Executive must notify the members of the Society as soon as reasonably practicable of any casual vacancies.

#### **8.2. Returning Officer**

- (a) The Executive must open nominations for and appoint a Returning Officer within seven days of a position becoming vacant.

#### **8.3. Nominations**

- (a) Within seven (7) days of being appointed, the Returning Officer must open nominations for all vacancies.
- (b) Nominations must be sent, in writing, to the Returning Officer.
- (c) If the number of nominations is less than or equal to the number of vacancies to be filled for a position, then the person(s) nominated shall be deemed to be elected to that position.

#### **8.4. Ballots**

- (a) If the number of nominations exceeds the number of vacancies to be filled for a position, a secret ballot shall be held to fill the position.
- (b) Contrary to section 5.2(c) elections shall always be conducted by secret ballot.
- (c) The order of the names on the ballot shall be randomised by the Returning Officer.
- (d) The ballot shall be conducted in a manner that the Returning Officer determines is fair and equitable for candidates and voters.

#### **8.5. Unfilled vacancies**

- (a) If no nominations are received for a casual vacancy, the executive shall reopen nominations until such a time as an eligible candidate nominates for the casual vacancy. That nominee shall be deemed to be elected to that position.

## **9. Finances**

### **9.1. Liability**

- (a) The Society indemnifies all committee members against any liability incurred in that capacity (other than to the Society); unless the liability arises out of conduct involving a lack of good faith.

### **9.2. Bank account**

- (a) The President and Treasurer must be signatories to the bank account. The Vice-President and Secretary may be signatories if deemed necessary by the executive during an executive meeting.
- (b) At least two signatories to the bank account must be current students.

### **9.3. Financial year**

- (a) The financial year of the Society shall run from 1 January to 31 December of each year.

### **9.4. Authorisation of expenditure**

- (a) All financial outlays must be approved at a general meeting, AGM or a meeting of the Society's executive or general committee.
- (b) Expenditure must only be authorised if it will further the aims and objectives of the Society.
- (c) All payments must be authorized by the executive, and all payment slips must be signed by at least two (2) executive members.

### **9.5. Banking of money**

- (a) All receipts (including membership fees) received by the Society must be paid as soon as reasonably practicable into the Society account except for a small cash float, which must be kept in a secure location.

### **9.6. Record keeping**

- (a) The executive must ensure that a record is kept of all expenditure and income received. This record must specify the nature of all goods or services purchased and the name of the vendor.
- (b) The executive must ensure that it obtains a receipt for all purchases and safely stores a copy.

### **9.7. Assets**

- (a) All assets purchased at least in part by Flinders University Student Association's grants remain property of the Flinders University Student Association.

## **10. Dissolution**

### **10.1. Winding up**

- (a) The Society may be wound up by a two-thirds majority of members present and voting at an Annual General Meeting or by a two-thirds majority of members present at a general meeting convened for that purpose.
- (b) If the Society is wound up by its members, it must inform the General Secretary and the Association within fourteen days and present the Association with a final asset register and bank account statement.

### **10.2. Distribution of assets**

- (a) In the event of the Society being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to the Flinders University Student Association which is not carried on for the profit or gain of its individual members.
- (b) In the event of the Society being disaffiliated with the Flinders University Student Association all monies given to the Society and purchased assets, shall be returned to the Flinders University Student Association.

## **11. Miscellaneous**

### **11.1. Vacation of office**

- (a) The Office held by an executive member becomes vacant if the executive member:
  - (i) Dies or is permanently incapacitated; or
  - (ii) Ceases to be a member of the Society; or
  - (iii) Resigns from their position by notice in writing to the Secretary (or in the case of the Secretary, to the President); or
  - (iv) Fails to adequately fulfil the requirements as determined by a two-thirds majority vote at a general meeting or an AGM.

### **11.2. Expulsion**

- (a) A motion to expel a member may be brought before a general meeting of the Society.
- (b) The motion to expel must be accompanied with written justification and sent to the member at least two weeks prior to the date of the general meeting.
- (c) The member has a verbal and written right of reply to any notice of expulsion
- (d) A written right of reply must be given by the member within seven days of receiving the notice of expulsion to be included within the agenda
- (e) The agenda must include the motion of expulsion, written justification and any written reply by the effected member.

- (f) The agenda of the general meeting at which a motion of expulsion is included must be sent to members, and the General Secretary of the Student Association, at least one week prior to the general meeting.

**11.3. Discrimination**

- (a) The Society may not discriminate against a person for any reason if that discrimination is unlawful or breaches any regulations of the Student Association or Flinders University.

**11.4. Bound by FUSA regulations**

- (a) The Society is bound by all of the Student Association's regulations where applicable. This is not limited to the Societys and Society Regulations. Any inconsistencies between the Student Association's regulations are to be determined by the Student Association's Student Council.

**11.5. Inconsistency rule**

- (a) When a provision of this constitution is inconsistent with the regulations of the Association, the latter shall prevail, and the former shall, to the extent of the inconsistency, be invalid.
- (b) When a provision of this constitution is inconsistent with the regulations of the Society, the constitution shall prevail, and the regulations shall, to the extent of the inconsistency, be invalid.

**11.6. Alterations to this constitution**

- (a) All alterations to this constitution must be approved by a two-thirds majority of members present and voting at a general meeting or AGM of the Society.
- (b) All alterations to this constitution must be provided in the notice of the meeting during which they are approved.
- (c) All alterations to this constitution must be approved by the Student Association before they come into effect.
- (d) Alterations must be submitted to the General Secretary prior to their approval by the Society or within two weeks of their approval by the Society.

Adopted at the Flinders Archaeological Society's Annual General Meeting held on the 19/11/2015