CONSTITUTION OF THE FLINDERS ARCHAEOLOGICAL SOCIETY
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**Constitution**

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CONSTITUTION

1. Name
1.1. This club shall be known as the Flinders Archaeological Society of Flinders University (in this constitution ‘the Society’).

2. Purpose
2.1. The purpose of the Society is to contribute to the social networking and professional development of Flinders archaeology students by:

2.1.1. hosting social and academic events throughout the academic year;

2.1.2. facilitating student networking amongst other students and professionals;

2.1.3. promoting student attendance at national conferences;

2.1.4. promoting the Flinders University Department of Archaeology and its staff, students and associates;

2.1.5. promoting ethical approaches and best practice procedures in archaeology; and

2.1.6. engaging the wider community in archaeology in interactive and informative ways.

2.2. The Society may only use its receipts, assets and surplus for these purposes.

2.3. The Society must not distribute any profit, income or assets directly or indirectly to its members except:

   • in the case of awards (as defined in supporting document ‘Regulations for Awards’); and

   • in conjunction with the Society purpose.

3. Affiliation to FlindersONE
3.1. The Society is affiliated to Flinders Campus Community Services Incorporated (in this constitution “FlindersONE”).

3.2. It is a condition of affiliation that the Society and its members must comply with all directions given by FlindersONE and the Clubs Policies.

3.3. The Society must as far as practicable adhere to FlindersONE Marketing Guidelines, including logo usage and sponsorship recognition, as outlined by the FlindersONE in the Clubs Manual.
3.4. The Society shall not discriminate on the basis of sex, marital status, race, age, religion or sexual orientation.

4. Membership of Society

4.1. Levels of membership (as defined in supporting document titled ‘Regulations for Membership’) are:

- Fee-paying Member;
- Associate Member; and
- Life Member.

4.2. Membership of the Society is open to all:

4.2.1. current students (see definition in clause 18),

4.2.2. any others who:

- support the purpose of the Society;
- pay the membership fee; or
- have received Associate or Life Membership.

4.2.3. subject to clause 4.3.

4.3. The Society must have a minimum of 10 current financial Flinders student members, and abide by membership regulations as stipulated in the FlindersONE Club Handbook.

4.4. The Secretary must keep a register of members, which shows the date on which each member last paid their membership fee. A copy of this should be given to FlindersONE at affiliation annually.

4.5. Duration of membership is from the moment the fee is collected until the 31st of March the following year.

4.6. Members may resign by writing to the Secretary. Members whose membership fee is not collected by the 31st of March are taken to have resigned.

4.7. The Secretary and FlindersONE must make copies of this constitution freely available to members on request.

5. General Meeting of Members

5.1. The Executive must call at least three general meetings of members each year, including the Annual General Meeting (in this constitution “AGM”).
5.2. The AGM must be held on an academic day. Its business includes:

5.2.1. to confirm the minutes of the last AGM and any subsequent general meetings;
5.2.2. to consider reports from Executive members, including the Treasurer’s financial report;
5.2.3. to elect the Executive; and
5.2.4. any other business of which notice has been given.

5.3. The Executive must appoint a Returning Officer at least two weeks before the AGM, who is responsible for the conduct of the Executive elections.

5.4. The Executive may call a Special General Meeting (in this constitution “SGM”) at any time, and must do so if requested in writing by at least 25% of members. The SGM must be held within 21 academic days of an Executive member receiving the request.

5.5. The Executive must give at least a written five academic days’ notice of the date, time and place of all general meetings to each member. The notice must state the business to be considered, including any item that a member has in writing requested to be included. Only business of which notice has been given may be considered at the general meeting. The Executive must also advertise the meeting as far as practicable in any FlindersONE publication/s generally available to students for at least one week before the meeting.

5.6. The quorum for general meetings is 30% of members or 6 people, whichever is the greater.

5.7. The President is entitled to chair the meetings. If the President is not present, or does not wish to chair the meeting, the Vice-President is entitled to chair. If neither the President nor the Vice-President is present, or if neither wish to chair the meeting, the meeting must elect another member to chair.

5.8. Each member present has one vote. Proxies are allowed. Motions are passed by a simple majority of those present and voting. The chair of the meeting has their own vote, but does not have a casting vote.

5.9. Only during a SGM club policy may be amended or new Executive positions be elected (refer to clause 6.1).

6. Executive Positions

6.1. The Executive of the Society consists of at least the following positions:

6.1.1. President;
6.1.2. Vice-President;
6.1.3. Treasurer; and
6.1.4. Secretary.

6.2. A general meeting may establish other Executive positions.

6.3. Executive members may only hold one Executive position at a time.

7. **Election and Term of Office of Executive**

7.1. Only Fee-paying Members are eligible to be elected to and hold Executive positions.

7.2. Executive members may serve an unlimited number of terms.

7.3. All Executive positions must be elected by secret ballot at the AGM.

7.4. Executive members elected at the AGM hold office from the end of that AGM until the end of the next AGM, subject to clause 7.5.

7.5. Executive members cease to hold office if they:

7.5.1. resign by writing to the Secretary (or, in the case of the Secretary, to the President);

7.5.2. cease to be a Fee-paying Member;

7.5.3. are removed by a resolution of no confidence passed by a two-thirds majority of members present and voting at a SGM; or

7.5.4. fail to attend two consecutive meetings of the Executive without giving apology to the Executive.

7.6. The Executive may fill a single vacancy in its membership. If there is more than one vacancy, the Executive must convene an SGM to fill the vacancies by secret ballot.

8. **Responsibilities of Executive**

8.1. The Executive is responsible for the management of the Society, including its financial management.

8.2. The Executive must ensure that the Treasurer presents a financial report to the AGM in accordance with clause 10.3(e).

8.3. The Executive is also responsible for:

8.3.1. organising Society activities;
8.3.2. representing the Society and its members within the FlindersONE and to the public; and

8.3.3. recommending policy to general meetings.

8.4. The Executive is bound by Society policy, and subject to direction by general meetings.

9. **Proceedings of Executive**

9.1. The Executive must meet at least twice during each semester.

9.2. Executive meetings may be called by the Secretary, President or any two Executive members.

9.3. At least five academic days’ notice in writing of the date, time and place of Executive meetings must be given to each Executive member.

9.4. The quorum for Executive meetings is the presence of a majority of members of the Executive at the time, including at least one of the President, Vice-President and Secretary.

9.5. Clauses 5.7 and 5.8 apply to Executive meetings.

9.6. The Executive may establish committees and delegate its powers as it thinks appropriate.

10. **Duties of Executive Members**

10.1. The duties of the President include:

   10.1.1. co-ordination of Society activities;

   10.1.2. being chief spokesperson for the Society;

   10.1.3. chairing general and Executive meetings;

   10.1.4. acting as the Society’s first representative to all external bodies;

   10.1.5. acting as a signatory for the Society’s budget; and

   10.1.6. assisting, advising, and supporting all members of the Society.

10.2. The duties of the Vice-President include assisting the President and:

   10.2.1. assuming the duties of the President when needed.

10.3. The duties of the Secretary include:

   10.3.1. keeping the register of members;

   10.3.2. arranging general and Executive meetings;
10.3.3. taking minutes of all general and Executive meetings;

10.3.4. being responsible for the inward and outward correspondence of the Society;

10.3.5. acting as a signatory for the Society’s budget;

10.3.6. regularly checking the Society pigeon-hole; and

10.3.7. maintaining up to date records of the Society membership including contact details for members.

10.4. The duties of the Treasurer include:

10.4.1. being responsible for all of the Society’s money and to record all income received and payments made by the Society;

10.4.2. keeping a register of all assets held by the Society;

10.4.3. preparation of an annual budget for the Society;

10.4.4. presentation of a financial report to each Executive meeting;

10.4.5. presentation of a financial report to the AGM for the last financial year, and the period since the end of the 1st financial year;

10.4.6. keeping the financial records of the Society;

10.4.7. acting as a signatory for the Society’s budget; and

10.4.8. keeping the Society’s committee and members informed of the Society’s financial situation.

11. General Committee Positions

11.1. The General Committee of the Society consists of at least the following positions:

11.1.1. Public Relations Officer;

11.1.2. Social Coordinator;

11.1.3. Publications Editor;

11.1.4. Membership & Recruitment Officer; and

11.1.5. Risk Advisor.

11.2. All remaining committee members are General Representatives.

11.3. A Committee meeting may establish other General positions.
11.4. General Committee members may only hold one position at a time, however in certain circumstances may assume the duties of multiple positions.

12. **Election and Term of Office of General Committee**

12.1. Only Fee-paying Members are eligible to be elected to and hold General positions.

12.2. General Committee members may serve an unlimited number of terms.

12.3. All General Committee positions must be co-opted by majority vote at a Committee meeting, or General Meeting.

12.4. General Committee members co-opted at a meeting hold office from the end of that meeting until the end of the next AGM, subject to clause 13.5.

12.5. General Committee members cease to hold office if they:

   12.5.1. resign by writing to the Secretary;

   12.5.2. cease to be a financial member;

   12.5.3. are removed by a resolution of no confidence passed by a two-thirds majority of members present and voting at a SGM; or

   12.5.4. fail to attend three consecutive Committee meetings without giving apology to the Executive.

12.6. The Executive may fill a single vacancy in its General Committee. If there is more than one vacancy, the Executive can fill these positions from the membership by majority vote at a Committee Meeting, subject to clauses 13.1 and 13.3.

12.7. Duties of General Committee members are defined in the document ‘Regulations for General Committee’, which is binding but can be changed in a Committee meeting.

13. **Proceedings of General Committee**

13.1. The General Committee must meet at least twice during each semester.

13.2. Committee meetings may be called by the President, Vice-President, Secretary or any two General Committee members.

13.3. At least five academic days’ notice in writing of the date, time and place of Committee meetings must be given to each General Committee member.

13.4. The quorum for Committee meetings is the presence of a majority of members of the General Committee at the time, including at least one of the President, Vice-President and Secretary.
13.5. Clauses 5.7 and 5.8 apply to Committee meetings.

13.6. The Committee may establish sub-committees and delegate its powers as it thinks appropriate.

14. **Financial**

14.1. The Society indemnifies Executive 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.

14.2. The financial year of the Society is from 1 January to 31 December.

14.3. An annual membership fee will be set by the Society Executive, and approved at the Annual General Meeting. All rights (including voting) of members who have not paid their membership fee by the date set by the Society Executive are suspended until the fee is paid.

14.4. All receipts (including membership fees) received by the Society must be promptly paid into the Society account.

14.5. All payments must be authorised by the Executive or a Committee meeting, and all payment slips must be signed by at least two Executive members.

14.6. All assets held by the Society are the property of the FlindersONE, including those purchased by the Society. Except that items purchased by the Society with funds raised independently of the FlindersONE, such as sponsorship, remain the property of the Society as long as it continues to exist. Property will then become the FlindersONE’s if the Society ceases to exist.

14.7. The Executive must ensure that the Treasurer:

14.7.1. records all income received and payments made by the Society in accordance with clause 10.3(a); and

14.7.2. keeps a register of all assets held by the Society in accordance with clause 14.

14.8. All assets held by a Society that has been inactive for 12 months or more must be returned to the FlindersONE.

15. **Amendment**

15.1. This constitution may only be amended:

15.1.1. by resolution passed by two-thirds majority of members present and voting at a SGM of which notice in accordance with clause 5.5 (including of the proposed amendment) has been given; and

15.1.2. with approval of the FlindersONE.
15.2. Regulations can be amended by majority vote at any Committee meeting that holds quorum.

16. **Winding Up**

16.1. The Society may be wound up voluntarily by resolution passed by a two-thirds majority of members present and voting at a SGM of which notice in accordance with clause 5.5 (including of the proposed resolution) has been given.

16.2. If the Society is wound up (whether voluntarily, by a court or the FlindersONE due to breach of Clubs and Societies Policies), any remaining assets must not be distributed to any member, but must instead be returned to the FlindersONE.

17. **Definitions and Interpretation**

17.1. In this constitution:

17.1.1. “current student” and “student” both have the same meaning as “student” in the FlindersONE constitution;

17.1.2. references to meetings include meetings held by telephone, video conference and e-meetings; and

17.1.3. references to written communications include email, text messages and social media (Facebook, Twitter, etc.).

Adopted at the Special General Meeting of the Flinders Archaeological Society of Flinders University held on 31st May 2012

Signed, ___________________________ Jordan Ralph, President and

______________________________ Rhiannon Agutter, Secretary.
Supporting Documents: Regulations

Regulations can be amended at Committee meetings in accordance with clause 15.2 of the Constitution.

1. **Regulations for Awards**

1.1. **The Andrew Allen-Farr Award**

1.1.1. Prize money: $100

1.1.2. Open to: Any paid or life member of the society except the current President or any previous recipient of the award.

1.1.3. Awarded for: The greatest contribution to the society in terms of volunteering, fundraising, advertising or otherwise furthering ArchSoc during the awarded year.

1.1.4. Nominations by: Any paid, life or associated member of ArchSoc. Justification for nomination must be received in writing, detailing the nominee’s contribution to the society before the nomination will be considered.

1.1.5. Voted upon by: Any paid, life or associated member of ArchSoc. Nominations will each constitute one vote provided their justification is accepted by the President.

1.2. **The ArchSoc Members Award for Service to the Society**

1.2.1. Prize money: $50

1.2.2. Open to: Any paid or life member of the society who does not currently hold a position on the General or Executive Committees

1.2.3. Awarded for: The greatest contribution to the society in terms of volunteering, fundraising, advertising or otherwise furthering ArchSoc during the awarded year.

1.2.4. Nominations by: Any paid, life or associated member of ArchSoc. Justification for nomination must be received in writing, detailing the nominee’s contribution to the society before the nomination will be considered.

1.2.5. Voted upon by: The ArchSoc General and Executive Committees

1.3. **The ArchSoc Award for Outstanding Contribution to Archaeology**

1.3.1. Prize money: $50
1.3.2. Open to: Any student enrolled in an archaeology topic or degree during the awarded year except any student on the ArchSoc Executive Committee.

1.3.3. Awarded for: The greatest contribution to archaeology or the Flinders University Archaeology Department during the awarded year. This may include, but is not limited to: volunteer work outside of ArchSoc, outstanding research, or contributing to improving the student experience within the archaeology department.

1.3.4. Nominations by: Any paid, life or associated member of ArchSoc, any current student enrolled in an archaeology topic or degree during the awarded year, or any staff member of the Flinders University Archaeology Department. Justification for nomination must be received in writing, detailing the nominee's contribution to archaeology or the Flinders University Archaeology Department before the nomination will be considered.

1.3.5. Voted upon by: The ArchSoc Executive Committee and a representative panel of staff members from the Flinders University Archaeology Department.

2. **Regulations for Membership**

2.1. Fee-paying Member.

2.1.1. A Fee-paying Member is a person that pays the Society membership fee of $15.00 (subject to Clause 4.2 of the Constitution).

2.2. Associate Member.

2.2.1. Associate Membership is open to:

- staff members of the Flinders University Department of Archaeology; and
- community members that make a contribution to the Society in the way of substantial financial support or volunteer opportunities.

2.2.2. Associate membership is automatic to individuals that fulfil the criteria as identified in clause 2.2.1.

2.2.3. Associate Members are to be decided by Executive and General Committees.

2.2.4. Associate Members are permitted to become Fee-paying Members if they choose.

2.3. Life Member.

2.3.1. Nomination for Life Membership is open to individuals that have:
• been a fee-paying member of the Society for a total of six consecutive years; and

• played an active role in the running of the Society.

2.3.2. Nominees must fulfil all criteria as identified in clause 2.3.1.

2.3.3. Individuals can nominate themselves, or can be nominated by any Society member in writing prior to an AGM.

2.3.4. Life Memberships are to be presented at an AGM by majority vote.

2.3.5. A maximum of two Life Memberships are to be awarded in a calendar year, to be deliberated by the Executive and General Committees.

2.3.6. Life Members are permitted to become Fee-Paying Members without affecting the status of their life membership.

3. **Regulations for General Committee**

3.1. The duties of the Public Relations Officer include, but are not limited to:

3.1.1. Event promotion through different mediums;

3.1.2. Managing Society web presence;

3.1.3. Student outreach; and

3.1.4. Public outreach.

3.2. The duties of the Social Coordinator include, but are not limited to:

3.2.1. Planning and logistics of social events;

3.2.2. Booking equipment, facilities, transport and venues; and

3.2.3. Managing attendance of events.

3.3. The duties of the Publications Editor include, but are not limited to:

3.3.1. Organising, editing and distributing publications; and

3.3.2. Soliciting articles for publications.

3.4. The duties of the Membership & Recruitment Officer include, but are not limited to:

3.4.1. Assisting the Secretary in managing list of members;

3.4.2. Advertising the Society amongst the student body; and

3.4.3. Recruiting new members to the Society.
3.5. The duties of the Risk Advisor include, but are not limited to:

3.5.1. Advise in risk assessment (Health and safety);
3.5.2. Assist in risk assessment (Health and safety);
3.5.3. Review risk assessments; and
3.5.4. Advise on safety related matters.

3.6. The duties of General Representatives include, but are not limited to:

3.6.1. Assisting the Executive and General Committees with Society events; and
3.6.2. Contribute to the overall running of the Society.

3.7. The duties as outlined in clauses 3.1, 3.2, 3.3, 3.4, 3.5 and 3.6 are the minimum of which each General Committee member is expected to do.

Adopted at the Committee meeting held on 30/05/2012.