



**The University of New England
INTERNATIONAL STUDENTS' ASSOCIATION
CONSTITUTION**

June 2004

UNE-INTERNATIONAL STUDENTS' ASSOCIATION CONSTITUTION

PART 1 - NAME

1. Name

- (1) The name of the Association shall be the University of New England International Students' Association.

PART 2 – DEFINITIONS

2. Definitions

- (1) In this constitution, unless otherwise defined:
 - (a) “the Association” means the University of New England International Students' Association;
 - (b) “University” or “UNE” means the University of New England;
 - (c) “international student” means a person who holds a student visa issued by the authority of the federal government of the Commonwealth of Australia and who is enrolled in a course of study of the University;

PART 3 - OBJECTS

3. Objects

- (1) The objects of the Association shall be:
 - (a) to promote and represent the intellectual, material, social, sporting and cultural interests of international students enrolled at the University at local, state and national level and matters incidental thereto;
 - (b) to assist international students adjusting to the Australian system of education;
 - (c) to support and encourage international affairs and activities within the University;
 - (d) to promote cultural diversity, friendship, understanding and awareness amongst overseas students and Australians;
 - (e) to work and liaise with other like organisations;
 - (f) to liaise and cooperate with appropriate bodies of the University and local community for the benefit of international students;
 - (g) to exercise a general oversight and support of affiliated international student clubs/associations/groups;
 - (h) to be part of the general student movement at local, state and national level.

PART 4 - MEMBERSHIP

4. Members

- (1) There shall be two categories of membership: full members and associate members.

5. Full members

- (1) Every international student enrolled internally and attending the University at the Armidale campus, except a full-time employee of the Association, is entitled for automatic full membership during the course of his/her studies.
- (2) The full membership is free.

6. Associate members

- (1) The following who are not enrolled at the University as international students shall be eligible for associate membership:
 - (a) international students not mentioned in 5 (1);
 - (b) international student graduates of the University;

- (c) dependants of the current full members;
 - (d) international student graduates of any other recognised University;
 - (e) students enrolled as local students if nominated by two full members;
 - (f) international students of Language Teaching Centre;
 - (g) members of affiliated clubs/groups/associations not listed in any of above categories and nominated by affiliated clubs/associations/groups; and
 - (h) other such persons as the Executive Committee may determine from time to time to admit to associate membership.
- (2) All persons in clause (1) above eligible for and desiring to become associate members shall pay a membership or subscription fee as determined by the Executive Committee from time to time in accordance with the Constitution.
 - (3) A membership or subscription fee may vary depending upon the category of individuals eligible for associate membership.
 - (4) The membership commences upon the student shows his/her desire to become a member by filling in a membership form set by the Executive Committee and paying any applicable membership fees.
 - (5) The membership is valid until the beginning of the next academic year.
 - (6) Associate members shall be entitled to all the rights, privileges and duties of full members except those of voting and holding position of the President of the Association.

PART 5 – AFFILIATION

7. Affiliated clubs/associations/groups

- (1) Clubs/associations/groups representing particular countries/groups of countries may affiliate to the Association.
- (2) New (unaffiliated) clubs/associations/groups may be accepted as affiliates of the Association subject to regulations set by the Executive Committee.
- (3) The affiliated clubs/associations/groups are subject to the regulations set by the Executive Committee.
- (4) The Association shall not liable for any debts, penalties, fees or commissions arisen from the activities of the affiliated clubs/associations/groups.

PART 6 - GOVERNING AUTHORITY

8. Governance of the Association

- (1) The Association shall be governed by a Council and an Executive Committee.
- (2) The powers of the Executive Committee shall be as provided in clause 9 and any residual powers shall lie with the Council.

9. Council

- (1) The Council shall be responsible for:
 - (a) developing the policies of the Association pertaining to matters relevant to the interests of international students;
 - (b) considering reports from any standing, sub, or ad hoc committee; and
 - (c) undertaking other such activities and duties as may be necessary to carry out the objects of the Association.
- (2) The Council shall consist of:
 - (a) the members of the Executive Committee of the Association, who shall not be delegates of affiliated clubs.
 - (b) up to two delegates – members of the Association delegated by each affiliated country or group of

countries association/group;

- (c) a representative of the Armidale International Association;
 - (d) a representative of the UNE Union;
 - (e) Presidents of the University of New England Students' Association (UNESA) and University of New England Postgraduate Association (UNEPA) or their nominees;
 - (f) international students' representatives to the UNESA and UNEPA;
 - (g) Student Support Officer of the International Office.
- (3) The President of the International Students Association will chair meetings of the Council, except in circumstances detailed in 9 (6).
- (4) The Council shall meet at least once per academic semester. The General Secretary of the Association is responsible for informing Council members about the venue, date, time and agenda of forthcoming meeting.
- (5) A quorum for Council Meetings shall be the first whole number above 50% of members.

10. Executive Committee

- (1) The Executive Committee is the governing body of the Association.
- (2) The Executive Committee is responsible for ensuring the proper management of the Association and its services.
- (3) The Executive Committee shall:
- (a) have control over all land, property and physical facilities owned, leased or occupied by the Association (if applicable);
 - (b) manage all administrative and financial services of the Association;
 - (c) manage of all commercial, trading, hiring and leasing activities of the Association;
- (4) The Executive Committee shall consist of:
- (a) the President of the Association;
 - (b) the Education Officer of the Association;
 - (c) the Welfare/Social Officer of the Association;
 - (d) the Treasurer of the Association; and
 - (e) the General Secretary of the Association.
- (5) The President of the Association will chair all meetings of the Executive Committee, except under circumstances detailed in (6) below.
- (6) The Education Officer acts as a President of the association in the absence of the President of the Association.
- (7) Quorum for meetings of the Executive Committee shall be three members; at least one of whom should be the President or the Education Officer of the Association.
- (8) The majority of the Executive Committee members should be full members of the Association;
- (9) Any Executive Committee member except the President of the Association may be dismissed from his/her position on the grounds of unsatisfactory performance, if all four other members vote for the dismissal of the member at a duly constituted Executive Committee meeting;
- (10) The President of the Association may be dismissed from his/her position on the grounds of unsatisfactory performance, if two-third majority of the Council members vote for such a decision at a duly constituted Council meeting.

11. President of the Association

- (1) The President of the Association shall be a spokesperson of the Association except when she/he delegates this authority to any other member of the Executive Committee.

12. General Meetings

- (1) The Annual General Meeting of the Association shall be held no later than the end of October of each year and the Executive Committee shall present to the meeting an Annual report and audited financial statements, copies of which shall be forwarded to any interested party at the discretion of the Executive Committee.
- (2) An Extraordinary General Meeting shall be held if:
 - (a) the Secretary receives a requisition to this effect with the names, signatures and student numbers of at least 20 students, and with the motion to be considered on each page: or
 - (b) the Executive Committee so decides.
- (3) The Executive shall call a General Meeting (including the Annual General Meeting) by placing a written notice on notice boards throughout the University or/and on members' email list at least seven days prior to the meeting stating:
 - (a) the time, date and venue of the meeting;
 - (b) the business to be transacted.
- (6) A quorum for a General Meeting shall be 15 members entitled to vote.
- (7) Should a quorum not be present 30 minutes after the appointed time for a General Meeting, the meeting shall be adjourned and the members present may appoint any convenient time, date and place of the holding of the adjourned meeting.
- (8) If at the adjourned General Meeting a quorum is not present within 30 minutes after the appointed time the members present shall form the quorum.
- (9) The President of the Association shall be Chairperson of a General Meeting.

PART 7 - ELECTIONS

13. Annual Elections

- (1) The annual elections for the Association shall be as follows:
 - (a) an election for the President of the Association is to be held in October of each year;
 - (b) an election for the Education Officer, General Secretary, Welfare Officer and Treasurer of the Association at the first meeting of the Council immediately following the election of the President of the Association..
- (2) The President is to be elected by and from all international students of the University for a period of one year.
- (3) The Education Officer, General Secretary, Welfare Officer and Treasurer of the Association are to be elected by the Council members for a period of one year.
- (4) The Executive Committee must appoint a Returning Officer for the annual elections. The Returning Officer must not be a candidate for election.
- (5) Nominations for the annual elections must be opened at least 3 weeks before the annual elections.
- (6) All nomination forms must be signed by a full member of the Association other than the nominee.

14. Term of Office

- (1) Members elected to positions at the annual elections and persons elected or appointed to positions hold office from the time of their election or appointment until their successors take office, except in the case 14 (2);
- (2) Any member may opt to resign from the office at any time by giving written notice to the President of Association or, in case of the President of the Association, to the General Secretary of the Association.

PART 8 - FINANCIAL AND LEGAL

15. Financial Year

- (1) The financial year of the Association is from 1 July to 30 June.

16. Sources of Funds

- (1) The funds of the Association may be derived from:
 - (a) subscriptions or fees collected;
 - (b) grants; and
 - (c) any other sources approved by the Executive Committee.

17. Budget

- (1) The Executive Committee shall set the budget for the Association for the following calendar year no later than the end of December.

18. Management of Funds

- (1) The Executive Committee is responsible for ensuring the proper management of the funds of the Association.
- (2) The Executive Committee must ensure that true and fair accounts of the Association are kept.
- (3) The Treasurer of the Association must present current financial report before the Executive Committee on the monthly basis and before the Council on each meeting.

19. Cheques

- (1) All cheques must be signed by two persons nominated by the Executive Committee.

20. Audit

- (1) The Executive Committee must in its last meeting of each financial year appoint a suitably qualified accountant as auditor.

21. Solicitor

- (1) The Executive Committee shall appoint a suitably qualified legal practitioner as the Association's solicitor when needed.

22. Non-profit clause

- (1) The assets and income of the Association shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.

23. Regulations

- (1) The Council and/or the Executive Committee may make such Regulations as it sees fit provided that such Regulations are consistent with these Constitutions and are endorsed by a majority of voting members present at the Council Meeting at which they are submitted.

24. By-laws

- (1) The Council and/or the Executive Committee may make by-laws from time to time as it sees fit provided that such bylaws are consistent with the Constitution and any regulations made by the Association and are endorsed by a majority of voting members present at the Council Meeting at which they are submitted.

25. Interpretation of the Constitution

- (1) Where ambiguity arises, the Rules take precedence in the following order:
 - (a) Constitution;
 - (b) Regulations;
 - (c) By-laws.

26. Amendment of the Constitution

- (1) This constitution may only be amended by a majority of members at a general meeting voting in favour of the amendment which has been circulated with the notice of meeting and interested parties shall be advised of any amendments at the discretion of the Executive Committee.

27. Dissolution

- (1) The association may be dissolved by a resolution of a General Meeting.
- (2) Upon dissolution, property of the Association shall be vested in the bodies that provided sponsorship to the Association within last two years with the shares proportional to the values of the sponsorships.