

Student Council Constitution



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Part 1 Preliminary

1 Definitions

(1) In this constitution:

association means the UNE Student Council.

academic year is the period from the commencement of Trimester 1, through to the end of the day before the commencement of Trimester 1 of the immediately following year.

association member means any member of the association.

casual vacancy means a vacancy in a committee position that occurs between regular elections.

committee member means an office-bearer or ordinary committee member elected or appointed in accordance clause 16.

executive committee member means a committee member elected in accordance with clause 30.

exercise a function includes perform a duty.

function includes a power, authority or duty.

ordinary resolution means a resolution passed by more than one-half of votes cast by eligible voters.

register of members means the register of members maintained under clause 6.

Secretary of the association, means:

- (a) the person holding office under this constitution as Secretary, or
- (b) if no person holds that office -the public officer of the association.

special general meeting of the association, means a general meeting of the association other than an annual general meeting.

special resolution means a resolution passed by more than two-thirds of votes cast by eligible voters.

student means:

- (a) a person who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study, or who has completed all the units in the UNE course of study but has not yet been conferred with their qualification;
- (b) a person who is enrolled in a unit of study at UNE.

subcommittee means a subcommittee established under clause 19.

UNE means the University of New England established pursuant to the *University of New England Act 1993*.

UNE Council Student Representative means the student member elected by the students of UNE to the UNE Council as described in the Constitution of the University Council.

Part 2 – Objects

2 Vision

- (1) The vision for the Student Council is to serve the students of UNE impartially and without bias, fostering active participation in a fair and equitable tertiary experience that promotes higher thinking and intellectual growth.

3 Values

- (1) The values underpinning the activities of the Student Council are:
 - (a) Equity: To ensure a fair, reasonable, and just experience for all students.
 - (b) Advocacy: To champion the best interests of the student body.
 - (c) Impact: To be a vital contributor to enhancing the future of students.

4 Purpose

- (1) The Student Council represents student opinions and interests impartially, candidly, and with integrity, maintaining students' best interests and fostering a partnership between students and staff. The Student Council is dedicated to building resilient and authentic student representation and promoting a valued student voice at UNE.
- (2) The Student Council:
 - (a) serves as the formal representative body for all UNE students, ensuring their voices are heard in university governance, policy development, and external engagement;
 - (b) promotes initiatives that improve student well-being, academic quality, and access to resources, fostering an inclusive and supportive learning environment;
 - (c) partners with university stakeholders, including Faculty and administration, and management to co-create solutions through structured forums, ensuring equitable student participation in decision-making;
 - (d) harnesses the diverse perspectives of the student body to facilitate innovative practices, programs, and policies that benefit the UNE community; and
 - (e) maintains open communication channels between students, staff, and external entities, providing regular updates on Student Council actions and outcomes.

5 Traditional Owners and Aboriginal and Torres Strait Islander people

- (1) The UNE Student Council recognises the Traditional Owners as the original custodians of the land on which all UNE campuses are situated. Further recognition is made that:
 - (a) Traditional Owners have a unique status as the descendants of the land;
 - (b) Traditional Owners have a spiritual, social, cultural and economic relationship with their traditional lands and waters within this area;
 - (c) Traditional Owners have made a unique and irreplaceable contribution to the identity and wellbeing of this land; and
 - (d) respect for Traditional Owners and the acknowledgement of Elders past and present are a core value of our operation.
- (2) The UNE Student Council:
 - (a) recognises Aboriginal and Torres Strait Islander people as the first peoples of Australia;

- (b) recognises the cultural values, beliefs, strengths and wellbeing needs of Aboriginal and Torres Strait Islander students whilst undertaking study at the University of New England; and
- (c) commits towards the achievement of reconciliation between Aboriginal and Torres Strait Islander students and peoples and the wider community, as outlined in UNE's commitment to reconciliation.

Part 3 Association membership

6 Membership

- (1) A student is an association member while they are a committee member.

7 Register of association members

- (1) The register of committee members kept by the Secretary also fulfils the role of the association membership register.

8 Membership entitlements not transferable

- (1) A right, privilege or obligation that a person has because the person is an association member:
 - (a) cannot be transferred to another person; and
 - (b) terminates once the person ceases to be a member of the association.

9 Cessation of association membership

- (1) A person ceases to be an association member if the person ceases being committee member.

10 Fees and subscriptions

- (1) No entrance fee or annual subscription fee is payable.

11 Members' liability

- (1) Association members have no liability to contribute to the payment of either of the following:
 - (a) the debts and liabilities of the association;
 - (b) the costs, charges and expenses of the winding up of the association.

Part 4 Committee

12 Governing principles

- (1) The committee will represent all cohorts of the student body equally and fairly, making decisions in the interests of all students. This will be done with respect for diversity and in alignment with the Student Council's vision, values and purpose.
- (2) In addition to their representative roles, committee members are expected to undertake governance training and assume other official responsibilities as allocated or determined by the Executive.
- (3) The Chairperson has the additional responsibility of ensuring due diligence in relation to governance.

13 Functions of committee

- (1) This constitution and any resolution passed by the association in general meeting, the committee:
 - (a) is to control and manage the affairs of the association; and
 - (b) may exercise all the functions that may be exercised by the association, other than those functions required to be exercised by the association in general meeting and has power to do all things that are necessary or convenient to be done for the proper management of the affairs of the association.

14 Role of the UNE Council Student Representative

- (1) The UNE Council Student Representative serves as an ex officio committee member with responsibility for facilitating communication between the UNE Council and the Student Council.
- (2) In this role, the UNE Council Student Representative must:
 - (a) comply with this Constitution as if it were a committee member;
 - (b) report to the UNE Council on Student Council decisions and activities;
 - (c) communicate UNE Council matters and feedback to the Student Council; and
- (3) ensure the Student Council is informed of relevant institutional developments.

15 Composition of committee

- (1) In addition to the UNE Council Student Representative, the committee may have up to fifteen members, as elected in accordance with clause 16, consisting of:
 - (a) 5 Online Student Representatives;
 - (b) 2 General Student Representatives – undergraduate;
 - (c) 2 General Student Representatives - postgraduate or research;
 - (d) 2 International Student Representatives;
 - (e) 1 Residential College Representative;
 - (f) 1 On-Campus Student Representative;
 - (g) 1 Aboriginal and/or Torres Strait Islander Student Representative; and
 - (h) 1 Equity and Access Representative

16 Election of committee members

- (1) This clause 16 does not apply to the UNE Council Student Representative.
- (2) Committee members are elected by student vote using preferential electronic ballots. Elections happen every 2 years, within 3 months after UNE Council elections. All students are eligible to vote and to be nominated.
- (3) The student council returning officer, who may be a UNE employee, will oversee committee member elections.
- (4) A student is eligible for nomination, if at the time of election the student:
 - (a) has at least 3 trimesters remaining in their course;
 - (b) is not a full-time permanent or full-time fixed-term staff member of UNE; and

- (c) has no recorded breaches under the UNE Student Behavioural Misconduct Rule as amended from time to time.
- (5) The nomination must be:
 - (a) made in writing; and
 - (b) nominate for 1 or more of the representative roles in clause 15(1).
- (6) If insufficient nominations are received to fill all vacancies:
 - (a) the candidates nominated are taken to be elected; and
 - (b) at the discretion of the committee, a call for further nominations can be made to the association members.
- (7) If, for each representative role in clause 15(1), the number of nominations received is equal to the number of vacancies to be filled, the students nominated are taken to be elected and a ballot will not be held.
- (8) If, for each representative role in clause 15(1), the number of nominations received is more than the number of vacancies to be filled, a ballot must be held in accordance with the procedures established by the committee.
- (9) Vacancies that remain after an election are taken to be casual vacancies.

17 Terms of committee members

- (1) This clause 17 does not apply to the UNE Council Student Representative.
- (2) Subject to the remainder of this clause 17, a committee member holds their elected position from the day the member is elected until the next scheduled election.
- (3) A committee member is eligible, if otherwise qualified, for re-election.
- (4) A committee member may serve a maximum of 2 consecutive terms, excluding any period where they were appointed to a casual vacancy.
- (5) A committee member's term ends if the committee member:
 - (a) ceases being a student;
 - (b) dies;
 - (c) resigns from office by written notice given to the Secretary;
 - (d) is convicted of an indictable offence;
 - (e) becomes insolvent under administration within the meaning of the *Corporations Act 2001*;
 - (f) is prohibited from being a director of a company under the *Corporations Act 2001*, Part 2D.6;
 - (g) is convicted of an offence involving fraud or dishonesty for which the maximum penalty is imprisonment for at least 3 months; or
 - (h) becomes a mentally incapacitated person.
- (6) The committee may, by special resolution, remove an elected committee member at any time if the committee member:
 - (a) is absent from 3 consecutive meetings of the committee without the consent of the committee;
 - (b) fails to undertake required training within the allocated timeframe; or

- (c) acts in a way that causes harm to the Student Council or University; or
 - (d) is found to have breached UNE's Student Behavioural Misconduct Rule as amended from time to time.
- (7) The UNE Council Student Representative ceases being a committee member at the same time they cease to be the UNE Council Student Representative.
 - (8) An elected committee member to whom a proposed resolution referred to in clause 17(6) relates may:
 - (a) give a written statement, of a reasonable length, to the Chairperson or Secretary; and
 - (b) request that the committee send a copy of the statement to each member of the association at least 7 days before the general meeting at which the proposed resolution will be considered.
 - (9) The committee must comply with a request made under clause 17(1)(b) unless the statement contains defamatory, offensive, or irrelevant material.
 - (10) The committee member must be given at least 14 days' written notice of the proposed resolution and the meeting at which it will be considered.
 - (11) If the committee fails to send a copy of a statement received under clause 17(1)(b) to each association member in accordance with a request made under clause 17(1)(b), the statement must be read aloud by the member presiding at the meeting at which the proposed resolution will be considered.

18 Vacancies of committee members

- (1) The committee must fill a casual vacancy within 60 days of the vacancy arising, unless the vacancy occurs within 3 months of the next scheduled election.
- (2) The committee may appoint a student to fill a casual vacancy, with casual vacancies being first offered to the candidate with the next highest number of votes. If no candidate with the next highest number of votes is available or willing to serve, the committee may appoint any eligible student following a call for expressions of interest.
- (3) The Secretary must notify all committee members of any casual vacancy and subsequent appointment within 14 days of the appointment.
- (4) Subject to this constitution, a student appointed to fill a casual vacancy holds office until the next election.
- (5) If casual vacancies reduce the committee below the minimum number required for a quorum, the remaining committee members may act only to fill the vacancies or call a general meeting.

19 Delegation to subcommittees

- (1) The committee may:
 - (a) establish 1 or more subcommittees to assist the committee to exercise the committee's functions; and
 - (b) appoint 1 or more members of the association to be the members of the subcommittee.
- (2) The committee may delegate to the subcommittee the exercise of the committee's functions specified in the instrument, other than:

- (a) this power of delegation; or
- (b) a duty imposed on the committee by any law.

20 Committee meetings

- (1) The committee must meet at least 9 times in each academic year at the place and time determined by the committee.
- (2) Additional meetings of the committee may be called by any 3 committee members.
- (3) Emergency meetings may be called by the Chairperson or any 3 committee members with at least 24 hours' notice where urgent business requires immediate attention.
- (4) The procedure for calling and conducting business at a meeting of a subcommittee is to be as determined by the subcommittee.

21 Notice of committee meeting

- (1) The Secretary must give each committee member oral or written notice of a meeting of the committee at least 7 days, or another period on which the committee members unanimously agree, before the time the meeting is due to commence.
- (2) For emergency meetings called under clause 20(3), the Secretary must give each committee member at least 24 hours' notice by the most expeditious means available.
- (3) The notice must describe the general nature of the business to be transacted at the meeting.
- (4) The only business that may be transacted at the meeting is:
 - (a) the business described in the notice; and
 - (b) business that the committee members present at the meeting unanimously agree is urgent business.

22 Quorum

- (1) The quorum for a meeting of the committee is half of all committee members, but if the total number of committee members falls below 10, the quorum will be 5 including no less than 2 executive committee members.
- (2) No business may be transacted by the committee unless a quorum is present.
- (3) If a quorum is not present within half an hour of the time the meeting commences, the meeting is adjourned to a date, time and place determined by the Chairperson, being not more than 14 days from the original meeting date.
- (1) If a quorum is not present within half an hour of the time the adjourned meeting commences, the meeting is dissolved.

23 Presiding committee member

- (1) The following committee member presides at a meeting of the committee:
 - (a) the Chairperson;
 - (b) if the Chairperson is absent - the Deputy Chairperson;
 - (c) if both the Chairperson and Deputy Chairperson are absent - 1 of the members present at the meeting, as elected by the other members.
- (2) The member presiding at the meeting has:

- (a) a deliberative vote; and
- (b) in the event of an equality of votes - a second or casting vote.

24 Voting

- (3) Decisions of the committee are made by resolution except where this constitution requires a special resolution.

25 Acts valid despite vacancies or defects

- (1) Subject to clause 18, the committee may act despite there being a casual vacancy in the office of a committee member.
- (2) An act done by a committee or subcommittee is not invalidated because of a defect relating to the qualifications or appointment of a member of the committee or subcommittee.

26 Transaction of business outside meetings or by electronic means

- (1) The committee may transact its business by the circulation of papers, including by electronic means, among all committee members.
- (2) If the committee transacts business by the circulation of papers, a written resolution, approved in writing by a majority of committee members, is taken to be a decision of the committee made at a meeting of the committee.
- (3) The committee may transact its business at a meeting at which 1 or more committee members participate by electronic means, provided a member who speaks on a matter can be heard by the other members.
- (4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the committee for the purposes of:
 - (a) the approval of a resolution under clause 26(2); or
 - (b) a meeting held in accordance with clause 26(3).
- (5) A resolution approved under clause 26(2) must be recorded in the minutes of the next meeting of the committee.

27 Disciplinary action

- (1) Any person may make a complaint to the committee that a committee member has:
 - (a) failed to comply with a provision of this constitution; or
 - (b) willfully acted in a way prejudicial to the interests of the association.
- (2) The committee may refuse to deal with a complaint if the committee considers the complaint is trivial or vexatious.
- (3) If the committee decides to deal with the complaint, the committee must:
 - (a) serve notice of the complaint on the committee member;
 - (b) give the member at least 14 days from the day the notice is served within which to make submissions to the committee about the complaint;
 - (c) allow the committee member to be accompanied by a support person at any hearing;
 - (d) ensure that committee members with a conflict of interest do not participate in the

decision; and

- (e) consider any submissions made by the committee member.
- (4) The committee may, by special resolution:
- (a) issue a written warning to the association member; or
 - (b) if the association member is an executive committee member, remove the executive committee member from office (they will retain committee membership).

28 Resolution of internal disputes

- (1) The following disputes must be referred to a Community Justice Centre within the meaning of the *Community Justice Centres Act 1983* for mediation:
 - (a) a dispute between 2 or more committee members, but only if the dispute is between the association members in their capacity as committee members; or
 - (b) a dispute between 1 or more committee members and the association.
- (2) Before referring a dispute to mediation, the parties should first attempt to resolve the matter through direct discussion or informal consultation with the Executive Committee.
- (3) If the dispute is not resolved by mediation within 3 months of being referred to the Community Justice Centre, the dispute may be referred to arbitration by either party.
- (4) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

29 Dissolution

- (1) The committee may at any time, by special resolution, dissolve the committee.
- (2) If this occurs, all committee members will continue in their roles until successors are elected.
- (3) Where the committee dissolves before a scheduled election:
 - (a) an interim election shall be held within 90 days of dissolution;
 - (b) the interim committee serves until the next regular election date; and
 - (c) the regular election schedule remains unchanged.
- (4) If a regular election is scheduled to occur within 90 days of the dissolution, the committee may, by ordinary resolution prior to dissolution, extend the interim period and proceed directly to the regular election without holding an interim election.

Part 5 Executive committee

30 Executive committee members

- (1) The executive committee comprises the following members:
 - (c) the Chairperson,
 - (d) the Deputy Chairperson,
 - (e) the Secretary,
 - (f) the Treasurer.
- (2) In the first committee meeting following an election, the committee will elect the executive committee members listed in clause 30(1) from among all committee

members, including the UNE Council Student Representative.

- (3) Notwithstanding clause 30(2), the UNE Council Student Representative cannot be elected as Chairperson.
- (4) An executive committee member may hold only one of the executive committee offices.
- (5) The committee may engage UNE to provide administrative support to the executive committee.
- (6) An executive committee member holds office until the next election of executive committee members under clause 30(2), unless they cease to hold office earlier.
- (7) An executive office becomes vacant if the office-holder resigns from the office, is removed from office under clause 31 or otherwise ceases to be a committee member.
- (8) If an executive office becomes vacant, the committee must elect an eligible committee member to fill the vacant office as soon as practicable (and in any event at the next committee meeting).

31 Removal of executive committee members

- (1) The committee may, by special resolution and without right of review or appeal, remove an executive committee member provided that:
 - (a) written notice of the proposed resolution, including any grounds on which it is based, is given to the executive committee member concerned at least 14 days prior to the meeting at which the vote will be considered;
 - (b) the executive committee member concerned may provide a response in writing 7 days prior to the meeting at which the vote will be considered and/or address the committee in person prior to any vote being taken;
 - (c) the executive committee member concerned may be accompanied by a support person at any meeting at which the matter is considered.

32 Chairperson

- (1) The Chairperson must:
 - (a) preside over committee meetings and general meetings;
 - (b) ensure the committee operates in accordance with this constitution and relevant policies; and
 - (c) delegate specific duties as appropriate to other executive committee members.

33 Deputy Chairperson

- (1) The Deputy Chairperson must:
 - (a) support the Chairperson in executing their duties;
 - (b) assume the role of Chairperson when the Chairperson is absent or unable to fulfill their responsibilities; and
 - (c) undertake specific duties as delegated by the Chairperson.

34 Secretary

- (1) As soon as practicable after being elected as Secretary, the Secretary must lodge a notice with the association specifying the Secretary's address.

- (2) The Secretary must keep a register of committee members containing:
 - (a) the committee member's name;
 - (b) the date on which the committee member takes office;
 - (c) the date on which the committee member vacates office.
- (3) The Secretary must keep minutes of:
 - (a) all elections of committee members;
 - (b) the names of committee members present at a meeting of the committee or a general meeting; and
 - (c) all proceedings at committee meetings and general meetings.
- (4) The minutes must be:
 - (a) kept in written or electronic form; and
 - (b) for minutes of proceedings at a meeting -signed, in writing or by electronic means, by:
 - i. the member who presided at the meeting; or
 - ii. the member presiding at the subsequent meeting.

35 Treasurer

- (1) The Treasurer of the association must ensure—
 - (a) all money owed to the association is collected; and
 - (b) all payments authorised by the association are made; and
 - (c) accurate books and accounts are kept showing the financial affairs of the association, including full details of receipts and expenditure relating to the association's activities.
- (2) The committee may approve an arrangement under which the University of New England provides financial administration support to the association (including the processing of receipts and payments, maintenance of accounting records, and preparation of financial reports).
- (3) Where such an arrangement is in place, the Treasurer may request and rely on that support to assist the Treasurer to perform the Treasurer's functions.
- (4) Any support provided under this clause is administrative support only, does not constitute control or direction of the association by UNE, and does not affect the independence of the association's governing body in its decision-making.

Part 6 General meetings of the association

36 Decisions for a general meeting

- (1) The following can only be changed by resolution of a general meeting:
 - (a) this constitution; and
 - (b) the name of the association

37 Annual general meetings

- (1) The association must hold annual general meetings within 6 months of the last day of

the association's financial year.

- (2) The annual general meeting is to be held at a place and time determined by the committee.
- (3) The business that may be transacted at an annual general meeting includes:
 - (a) confirming the minutes of the previous annual general meeting and any special general meetings held since the previous annual general meeting;
 - (b) receiving reports from the committee on the association's activities during the previous financial year; and
 - (c) receiving and considering financial statements or reports.

38 Special general meetings

- (1) The committee may call a special general meeting at any time it considers necessary.
- (2) The committee must call a special general meeting if the committee receives a request made by at least 5% of the total number of association members.
- (3) The request:
 - (a) must be in writing;
 - (b) must state the purpose of the meeting;
 - (c) must be signed by the members making the request;
 - (d) may consist of more than 1 document in a similar form signed by 1 or more members;
 - (e) must be lodged with the Secretary; and
 - (f) may be in electronic form and signed and lodged by electronic means.
- (4) If the committee fails to call a special general meeting within 1 month of the request being lodged, 1 or more of the association members who made the request may call a special general meeting to be held within 3 months of the date the request was lodged.
- (5) A special general meeting held under clause 38(4) must be conducted, as far as practicable, in the same way as a general meeting called by the committee.

39 Notice of general meeting

- (1) The Secretary must give each association member notice of a general meeting:
 - (a) if a matter to be determined at the meeting requires a special resolution - at least 21 days before the meeting; or
 - (b) otherwise - at least 14 days before the meeting.
- (2) It is considered that each association member is given notice of a general meeting if notice is sent to each association member.
- (3) A general meeting may be held:
 - (a) at a physical place; and/or
 - (b) using electronic or other technology to facilitate attendance and participation by association members (including online attendance).
- (4) The notice must specify:
 - (a) the date and time at which the meeting will be held;

- (b) the place at which the meeting will be held (if any);
 - (c) if electronic or other technology will be used to facilitate the meeting—details of the technology and how to access and participate in the meeting (including any link, meeting ID/password, dial-in details, and the method by which votes will be taken);
 - (d) the nature of the business to be transacted at the meeting; and
 - (e) if applicable, that a special resolution is to be proposed and the words of the proposed resolution.
- (5) The only business that may be transacted at the meeting is:
- (a) the business specified in the notice; and
 - (b) for an annual general meeting - business referred to in clause 37(3).
- (6) An association member may give written notice to the Secretary of business the member wishes to raise at a general meeting.
- (7) If the Secretary receives a notice under clause 39(6), the Secretary must specify the nature of the business in the next notice calling a general meeting for which adequate notice can be given.

40 Quorum

- (1) The quorum for a general meeting is 15 association members.
- (2) No business may be transacted at a general meeting unless a quorum is present.
- (3) If a quorum is not present within 30 minutes of the time the meeting commences:
 - (a) a meeting requested by association members is cancelled;
 - (b) if called in any other manner, meeting is adjourned to a date, time and place determined by the member presiding in consultation with the committee, with written notice provided to all members at least 7 days before the adjourned meeting.
- (4) If, at the adjourned meeting, a quorum is still not present within 30 minutes, but at least thirteen members are present, those present will be considered a quorum.

41 Adjourned meetings

- (1) The member presiding at a general meeting to another time and place if a majority of members present agree.
- (2) Only unfinished business from the original meeting may be transacted at the adjourned meeting.
- (3) If a meeting is adjourned for 14 days or more, the Secretary must notify all members in writing at least 7 days before the adjourned meeting, stating the time, place, and business to be transacted.

42 Voting

- (1) Each association member has 1 vote. There is no casting vote.
- (2) A question raised at the meeting must be decided by:
 - (a) a show of hands; or
 - (b) if technology is being used - an appropriate method as determined by the

committee; or

- (c) a written ballot, but only if:
- (i) the member presiding at the meeting moves that the question be decided by ballot; or
 - (ii) at least 5 members agree the question should be determined by ballot.

(3) A written ballot must be conducted in accordance with the directions of the member presiding.

(4) An association member cannot cast a vote by proxy.

43 Electronic ballots

- (1) The association may hold an electronic ballot, as determined by the committee, to decide any matter.

44 Transaction of business outside meetings or by electronic or other means

- (1) The association may transact its business by the circulation of papers, including by electronic means, among all members of the association.
- (2) If the association transacts business by the circulation of papers, a written resolution, approved in writing by a majority of members, is taken to be a decision of the association made at a general meeting.
- (3) The association may transact its business at a general meeting at which 1 or more members participate by electronic means, provided any member who speaks on a matter can be heard by the other members.
- (4) The member presiding at the meeting and each other member have the same voting rights as in clause 42.
- (5) A resolution approved under this clause 44 must be recorded in the minutes of the meetings of the association.

Part 6 Administration

45 Funds

- (1) Subject to a resolution passed by the association, the association's funds may be derived from the following sources only:
 - (a) donations; and
 - (b) other sources as determined by the committee.
- (2) Subject to a resolution passed by the association, the association's funds and assets must be used to pursue the association's objects in the way that the committee determines.
- (3) As soon as practicable after receiving money, the association must:
 - (a) deposit the money, without deduction, to the credit of the association's authorised bank account; or
 - (b) deposit the money, without deduction, to the credit of a University of New England bank account used to hold the association's funds; and
 - (c) issue, or ensure the issue of, a receipt for the amount of money received to the

person from whom the money was received.

- (4) A cheque or other negotiable instrument must be signed by 2 signatories authorised by the committee.

46 Insurance

- (1) The association may take out and maintain insurance as appropriate for the association's assets and liabilities.

47 Non-profit status

- (1) The association must not conduct the association's affairs in a way that provides a pecuniary gain for a member of the association.

48 Service of notices

- (1) For the purposes of this constitution, a notice may be given to or served on a person:
 - (a) by delivering the notice to the person personally;
 - (b) by sending the notice by electronic transmission to an address specified by the person for giving or serving the notice.
- (2) A notice is taken to have been given to or served on a person, unless the contrary is proved:
 - (a) for a notice given or served personally - on the date on which the notice is received by the person;
 - (b) for a notice sent by electronic transmission:
 - (i) on the date the notice was sent; or
 - (ii) if the machine from which the transmission was sent produces a report indicating the notice was sent on a later date—on the later date.

49 Custody of records and books

- (1) Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:
 - (a) at the association's main premises, in the custody of either of the following persons, as determined by the committee:
 - (i) the public officer; or
 - (ii) a member of the association.
 - (b) if the association has no premises - at the association's official address, in the custody of the public officer.

50 Inspection of records and books

- (1) The following documents must be available for inspection, free of charge, by members of the association at a reasonable time:
 - (a) this constitution;
 - (b) minutes of committee meetings and general meetings of the association; and
 - (c) records, books and other documents relating to the association (including records

held by the University of New England on behalf of the association, for example within UNE's finance and recordkeeping systems).

- (2) For the purposes of paragraph (c), where a record is held within a UNE system, the Secretary must, on request, arrange for inspection by providing a copy or extract of the relevant record (which may be provided electronically). Inspection under this clause does not entitle a member to direct access to UNE's systems.
- (3) A member may inspect a document referred to in clause 50(1):
 - (a) in hard copy; or
 - (b) in electronic form, if available.
- (4) A member may obtain a hard copy of a document referred to in clause 50(1) on payment of a fee of not more than \$1, as determined by the committee, for each page copied or printed.
- (5) The committee may refuse to allow a member to inspect or obtain a copy of a document under this clause:
 - (a) that relates to confidential, personal, commercial, employment or legal matters; or
 - (b) if the committee considers it would be prejudicial to the interests of the association for the member to do so.

51 Financial year

- (1) The association's financial year is each period of 12 months after the expiration of the previous financial year, commencing on 1 January and ending on the following 31 December

52 Distribution of property on winding up

- (1) In a winding up of the association, the surplus property of the association must be transferred to another organisation:
 - (a) with similar objects; and
 - (b) which is not carried on for the profit or gain of the organisation's members.