

# The Australian National University Caving Club

## Constitution

### Definitions

Under this Constitution, unless the contrary intention appears:

'**Club**' means an affiliated Club of the Association;

'**Council**' means the Australian National University Sport and Recreation Association Council;

'**member**' means an ordinary member of the Association or an associate member of the Association;

'**Ordinary Member**' means a person who is a member of the Association who:

- a. who is a graduate of a recognised tertiary institution; or
- b. is a staff member of the University employed more than 50% of full time;  
and
- c. whose membership of the Association has been approved by the Council;;

'**Association**' means the ANU Sports and Recreation Association Incorporated;

'**University**' means the Australian National University;

### 1. NAME

The name of the Club shall be 'the Australian National University Caving Club (NUCC)' hereinafter referred to as the 'Club'.

### 2. AFFILIATION

The Club is an affiliated club under the Association 'Affiliated Clubs Regulations' (Appendix A)

### 3. OBJECTS

The objects of the Caving Club are:

- a. to encourage, foster, develop, extend, and control the sport of Speleology for the benefit of the University community;

- b. to participate in Inter-club and such other activities as are deemed to be in the interests of the Club;
- c. to co-operate with other persons or organisations of similar interests;
- d. to act as an Affiliated Club of the Association, in accordance with the Constitution and by-laws of the Association, and to co-operate in the activities of the Association.

#### **4. CONSTITUTION**

- a. The Club will be conducted in accordance with this Constitution
- b. Amendments to this Constitution require a two-thirds (2/3) majority of those present at General Meeting properly convened under Clause 14 of this Constitution
- c. Changes to this Constitution approved by a general meeting of the Club under Clause 4(b) shall have no effect unless ratified by the Council.

#### **5. MEMBERSHIP**

- a. Membership is open to persons who provide evidence of and maintain current membership of the Association.
- b. Club membership is restricted to office bearers, active members and other officials as accepted by the Committee.
- c. Each member will pay a club fee to be determined from year to year by the Annual General Meeting and payable to the Treasurer on or by dates specified by the Annual General Meeting. Where the Annual General Meeting does not specify a date the 31 March will apply by default.
- d. Failure to pay the annual fee by the date specified in Clause 5(b) will result in the member being automatically suspended from participating in all activities under the control of the Club, until the fee is paid.
- e. Members of the club can be elected to the position of Life Member by a 2/3 majority at a general meeting of the club. Members can only be elected to Life Members for significant contribution to the club over an extended period of time. The membership fees charged to Life Members will be only that required for membership to the Australian Speleological Federation and the Association. The Life Members so elected shall be listed in the constitution and shall remain Life Members until such time as their names are removed by amendment of the constitution.”
- f. Life members as elected at an Annual General Meeting are:
  - i. Chris Bradley
  - ii. Andrew Wall

#### **6. COMMITTEE**

- a. The Committee shall consist of an Executive, consisting of President, Vice President, Secretary, and Treasurer, a Student Engagement Officer and Equipment Officer together with up to three (3) general members, including a secondary Equipment Officer. Only ordinary members of the Association are eligible for election to the executive.

- b. The members of the Committee shall be elected at the Annual General Meeting of the Club, or as provided under Sub-Section (d) of this clause and will hold office until the next Annual General Meeting. A person may be nominated for the Committee *in absentia* provided they have consented in writing.
- c. A member of the Committee shall vacate their office if they -
  - i. cease to be a member of the Club;
  - ii. are absent without leave from any two consecutive Committee meetings and lose the support of the majority of the Committee;
  - iii. tender their resignation;
  - iv. lose support of a 2/3 majority of members at a General Meeting of the Club.
- d. If any position on the Committee becomes vacant for any reason the Committee may elect any member of the Club to fill such a vacancy.
- e. The quorum at a meeting of the Committee will be half plus one of the members.

## **7. DUTIES OF THE PRESIDENT**

The President will:

- a. promote and effect the objects of the Club;
- b. preside at General and Committee meetings of the Club and preserve order thereat, or in their absence, the Vice President shall do so;
- c. convene or instruct the Secretary to convene all the meetings of the Club and the Club Committee;
- d. sign all documents which require their signature as official head of the Club and sign all minutes meetings of the Club after the same are duly confirmed.

## **8. DUTIES OF THE SECRETARY**

The Secretary will:

- a. record and promptly deal with all correspondence and submit the same to the Committee;
- b. keep minutes of meetings of the Club and of the Committee;
- c. give all necessary notice of meetings
- d. upon request, forward to the Executive Officer of the Association the following:
  - i. the Minutes of the Annual General Meeting
  - ii. the names of office bearers elected at that meeting
  - iii. the Annual Reports adopted by that meeting
  - iv. the statements of accounts adopted at that meeting
  - v. a copy of all current by-laws and regulations of the Club;

- e. forward to the Executive Officer of the Association application for the Annual Grant, or for any additional or special grant, as directed by the Committee or a General Meeting;
- f. prepare an Annual Report for submission to the Annual General Meeting of the Club
- g. carry out any other duties the Committee or General Meeting directs.

## **9. DUTIES OF THE TREASURER**

The Treasurer will:

- a. keep a correct account of all money received and paid out by the Club;
- b. under no consideration pay, lend or otherwise appropriate any of the funds of the Club to persons, purposes or cause whatsoever save when authorised by a General Meeting of the Club or by the Committee;
- c. after authorisation of payments by a General Meeting or the Committee, sign all cheques drawn on the Club's bank accounts and arrange for same to be countersigned by another member of the Club Executive;
- d. ensure that all monies received on behalf of the Club are correctly accounted for and, as soon as possible after receipt, deposited into the Club's bank account, and have the charge of the Statements of Accounts of the Club;
- e. present to the Committee in each semester a statement of the Club's finances and of the income and expenditure of the preceding semester;
- f. prepare and have presented at the Annual General Meeting a statement of Receipts and Expenditure, a Balance Sheet and a Financial Report for the preceding year, to a standard which may be specified the Association, and ensure that all accounts are an accurate record kept to a standard acceptable to the Association.

## **10. DUTIES OF THE STUDENT ENGAGEMENT OFFICER**

The Student Engagement Officer will:

- a. Develop and deliver club initiatives to attract new ANU students to the club;
- b. Develop and deliver club initiatives to retain ANU student members;
- c. Develop and deliver club initiatives to engage student and non-student members with club activities;
- d. Be responsive to queries and ideas from ANU students. A point of contact for all student members;
- e. Maintain contact with student members throughout the year;
- f. Report to club committee on any grievances and ideas from students in the club;
- g. Prepare reports and meet with ANU Sport's Sport Development Coordinator and other club SEO's.

## **11. DUTIES OF THE EQUIPMENT OFFICER(S)**

The Equipment Officers will:

- a. maintain club equipment in a safe and serviceable condition;
- b. ensure gear is returned after use in a satisfactory condition;
- c. supervise the lending of equipment in accordance with policy dictated by the Committee;
- d. annually maintain an inventory of gear.

## **12. DUTIES OF MEMBERS**

The Members will:

- a. abide by the Constitution and by-laws of the Club;
- b. promptly pay Club fees and charges;
- c. conduct their activities in such a manner as to not expose other members of the Club to any additional danger or undue risk;

## **13. POWERS OF THE COMMITTEE**

The Committee will have the power, subject to any direction by a General Meeting of the Club, to:

- a. direct the Treasurer to pay the charges and expenses incidental to the conduct and management of the Club;
- b. generally manage the affairs of the Club so as to carry out its objects;
- c. arrange for the Agenda for any General Meeting of the Club;
- d. set up any Sub-Committees to deal with or report on such matters as may be referred to them by the committee;
- e. interpret any question arising out of the Constitution;
- f. authorise the Secretary to apply for an Annual Grant, or any special grant, in accordance with the Association Affiliated Clubs Regulations, or any other requirement of the Association;
- g. charge for the use of Club equipment, admission to any function, or any Club activity;
- h. make, amend or repeal by-laws as they may deem necessary for the proper conduct of the Club. The Committee will acquaint members with the making, amending or repeal of such by-laws through the same notification procedure which is used to advise members of a General Meeting (refer to 13(e));
- i. transact, or report on any business referred to it by the General Meeting of the Club;

- j. suspend from membership of the Club any member failing to comply with the requirements of Clause 12 of this Constitution, and recommend to the Association that the suspended member be expelled from the Club;

#### **14. GENERAL MEETINGS**

- a. The General Meeting of the Club shall be the controlling body of the Club and its decisions may only be overturned at a subsequent General Meeting.
- b. The Annual General Meeting of the Club shall be held towards the end of the academic year or the beginning of the following year, in good time for a new Committee to be elected prior to the preparation of the Annual Club Grant to be submitted to the Association the following year.
- c. General Meetings shall be convened by the Secretary at the discretion of the President and/or as considered necessary by the Committee; **OR**
- d. within ten (10) days of receipt of a requisition in writing stating the object and signed by not less than five (5) members.
- e. The time and place of every General Meeting of the Club shall be given at least fourteen (14) days prior to the day appointed for the meeting. The Secretary shall inform members of the Agenda for the meeting at least four (4) days prior to the day appointed for the meeting. A notice posted on the official notice board of the Association, and distributed electronically to all members who have provided the Club Secretary their current electronic mail address, will be sufficient notice to the members.
- f. Notice of Motion for any General Meeting including any notice of motion for the amendment of this Constitution shall be in writing and given to the Secretary at least eight (8) days prior to the day appointed for the meeting.
- g. At all General Meetings of the Club the Chairperson shall have a casting vote only.
- h. A quorum at the Annual General Meeting shall be one quarter (1/4) of the current members.

#### **Procedure**

- i. If within half (1/2) an hour after the appointed time for the commencement of the General Meeting a quorum is not present, the meeting shall be dissolved.
- ii. On any question arising at a general meeting of the club an Ordinary member has one vote only.
- iii. All votes must be given personally and proxies shall not be permitted.
- iv. Voting at general meetings shall be by a show of hands unless a secret ballot is demanded.
- v. All decisions at general meetings shall be made by a simple majority vote except for an issue where a different majority is required by this Constitution
- vi. The Chairperson shall not be able to move motions and will have a casting vote only.

- vii. All meetings of the Club shall be conducted in accordance with the Standing Orders for Affiliated Clubs (Appendix C)

## **15. DISSOLUTION**

- a. The Club may be dissolved only by a resolution of a majority of at least two thirds (2/3) of the total membership of the Club. Notice of such meetings shall be distributed to all members at least two (2) weeks before the meeting and shall include Notice of Motion to dissolve the Club.
- b. All Club assets will be transferred to the Association on dissolution.

## **16. AUSTRALIAN SPELEOLOGICAL FEDERATION**

While the Club remains affiliated with the Australian Speleological Federation (ASF) or an equivalent national body it agrees to abide by the ASF Constitution, and such rules and order as the ASF may make from time to time in accordance with its constitution.

## **17. COPIES OF THE CONSTITUTION**

Copies of this Constitution and of the relevant Standing Orders shall be available on demand from the Secretary.

---

*Adopted at a General Meeting of the Club held on 18th June 2014.*