

# Constitution of Victoria University Student Union Incorporated



Adopted by a General Meeting of Students held on 1 June 2000  
Amended by a General Meeting of Students held on:  
7 October 2003, 17th August 2004, August 2005 & August 2010.

## PART 1- NAME

### 1.1 Name

- 1.1.1 The name of the incorporated association is the "Victoria University Student Union Incorporated" or "VUSU Inc." and will be referred to as "the Association."

## PART 2 - DEFINITIONS

### 2.1 Definitions

- 2.1.1 In these Rules, unless the contrary intention appears
- "**Act**" means the Associations Incorporation Act 1981;
  - "**Board**" means the Cross Campus Board;
  - "**Campus**" means a campus of the University;
  - "**Campus Branch**" means one of the bodies referred to in Part 9 of these Rules;
  - "**Committee**" means the Executive Committee of the Association;
  - "**financial year**" means the year ending on 30 June;
  - "**general meeting**" means a general meeting of members convened in accordance with rule 5.4;
  - "**ISA**" means International Students Association;
  - "**member**" means a student who has paid a membership fee.
  - "**regulations**" means regulations under the Act;
  - "**Regulations**" means regulations in accordance with rule 11.4.
  - "**student**" means an enrolled student of the University as defined by the Victoria University of Technology Act 1990;
  - "**University**" or "**VU**" means Victoria University
  - "**VUPA**" means Victoria University Postgraduate Association.
  - "**Officer**" means a member who holds an office at the Committee or Campus Branch other than General Representative.
- 2.1.2 In these Rules, a reference to the General Secretary of the Association is a reference-
- (a) if a person holds office under these Rules as General Secretary of the Association - to that person; and
  - (b) in any other case, to the public officer of the Association.

## **PART 3-STATEMENT OF PURPOSES**

### **3.1 Purposes**

3.1.1 The purposes of the Association are to -

- (a) represent the needs, interest and aspirations of the members and students to the University Council, University Officers, Government, the community and other relevant organisations;
- (b) uphold the principles of equal opportunity, and wherever possible, protect members and students from discrimination in any form;
- (c) promote the social, educational, and cultural welfare of the members and students, encourage communication amongst the members and students and provide appropriate services to them;
- (d) advocate for and represent the members and students, protect their general welfare and make further services available to them;
- (e) promote a common unity of purpose amongst the members and particularly students from diverse interests and backgrounds
- (f) do any other things that are incidental or conducive to the attainment of these purposes.

### **3.2 Alteration of the Rules**

3.2.1 These Rules and the Statement of Purposes of the Association must not be altered except in accordance with the Act.

## **PART 4 – MEMBERSHIP**

### **4.1 Membership of the Association**

4.1.1 The members of the Association are those students of VU who have paid an annual membership fee.

### **4.2 Register of Members**

4.2.1 The General Secretary must keep and maintain a Register of Members containing -

- (a) the name and postal address and email address of each member; and
- (b) the date on which each member's name was entered in the register.

4.2.2 The Register is available for inspection free of charge by any member upon request.

4.2.3 A member may make a copy of entries in the Register.

### **4.3 Ceasing Membership**

4.3.1 A member of the Association may resign from the Association by giving one week's notice in writing to the General Secretary of his or her intention to resign.

4.3.2 After the expiry of the period referred to in sub-rule (4.3.1)

- (a) the member ceases to be a member; and
- (b) the General Secretary must record in the Register of Members the date on which the member ceased to be a member.

### **4.4 Discipline, Suspension and Expulsion of Members**

4.4.1 Subject to these Rules, if the Committee, Board or Campus Branch is of the opinion that a member has refused or neglected to comply with these Rules or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the Committee or Campus Branch may by special resolution;

- (a) suspend that member from the membership of the Association for a specified period; or
- (b) expel that member from the Association.

4.4.2 A resolution of the Committee, Board or Campus Branch under sub-rule (4.4.1) does not take effect unless-

- (a) at a meeting held in accordance with sub-rule (4.4.3), the Committee, Board or Campus Branch confirms the resolution; and
- (b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.

4.4.3 A meeting of the Committee, Board or Campus Branch to confirm or revoke a resolution passed under sub-rule (4.4.1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4.4.4).

4.4.4 For the purpose of giving notice in accordance with sub-rule (4.4.3), the General Secretary must, as soon as practicable, cause to be given to the member a written notice-

- (a) setting out the resolution of the Committee, Board or Campus Branch and the grounds on which it is based; and
- (b) stating that the member, or his or her representative, may address the Committee, Board or Campus Branch at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
- (c) stating the date, place and time of that meeting; and
- (d) informing the member that he or she may do one or both of the following (i) attend that meeting;

- (ii) give to the Committee, Board or Campus Branch before the date of that meeting a written statement seeking the revocation of the resolution;
  - (e) informing the member, that if at the meeting, the Committee, Board or Campus Branch confirms the resolution he or she may, not later than 48 hours after that meeting, give the General Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 4.4.5 At a meeting of the Committee, Board or Campus Branch to confirm or revoke a resolution passed under sub-rule (4.4.1)-
- (a) the Committee, Board or Campus Branch must
    - (i) give the member, or his or her representative an opportunity to be heard; and
    - (ii) give due consideration to any written statement submitted by the member; and
    - (iii) determine by resolution whether to confirm or to revoke the resolution.
- 4.4.6 If at the meeting of the Committee, Board or Campus Branch, the Committee, Board or Campus Branch confirms the resolution, the member may, not later than 48 hours after that meeting, give the General Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 4.4.7 If the General Secretary receives a notice under sub-rule (4.4.6), he or she must notify the Committee and the Committee must convene a general meeting of the Association to be held within 21 days after the date on which the General Secretary received the notice.
- 4.4.8 At a general meeting of the Association convened under sub-rule (4.4.7)-
- (a) no business other than the question of the appeal may be conducted; and
  - (b) the Committee, Board or Campus Branch may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution: and
  - (c) the member, or his or her representative, must be given an opportunity to be heard; and
  - (d) the members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 4.4.9 A resolution is confirmed if, at the general meeting, not less than two-thirds of the students vote in person, in favour of the resolution. In any other case, the resolution is revoked.

## 4.5 Disputes and Mediation

- 4.5.1 The grievance procedure set out in this rule applies to disputes under these Rules between -
- (a) a member and; a student and another member; or
  - (b) a member and/or a student and the Association.
- 4.5.2 The parties to the dispute must meet and discuss the matter in dispute, and if possible resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 4.5.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 4.5.4 The mediator must be-
- (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement
    - (i) in the case of a dispute between a member and/or a student and another member, a person appointed by the Committee; or
    - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 4.5.5 A member of the Association can be a mediator.
- 4.5.6 The mediator cannot be a member who is a party to the dispute.
- 4.5.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 4.5.8 The mediator, in conducting the mediation, must -
- (a) give the parties to the mediation process every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation.
- 4.5.9 The mediator must not determine the dispute.
- 4.5.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

## **PART 5 - GENERAL MATTERS**

### **5.1 Annual General Meetings**

- 5.1.1 The Committee may determine the date, time and place of the Annual General Meeting of the Association.
- 5.1.2 The notice convening the Annual General Meeting must specify that the meeting is an annual general meeting.
- 5.1.3 The ordinary business of the Annual General Meeting shall be -
  - (a) to confirm the minutes of the previous Annual General Meeting and of any general meeting held since that meeting; and
  - (b) to receive from the Committee reports upon the transactions of the Association during the last preceding financial year; including any monies held in trust for VU student organisations by a person or body other than the association; and
  - (c) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- 5.1.4 The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.

### **5.2 Special General Meetings**

- 5.2.1 In addition to the Annual General Meeting, any other General Meeting may be held in the same year.
- 5.2.2 All general meetings other than the annual general meeting are special general meetings.
- 5.2.3 The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- 5.2.4 If, but for this sub-rule, more than 15 months would elapse between Annual General Meetings, the Committee must convene a Special General Meeting before the expiration of that period.
- 5.2.5 The Committee must, on the request in writing of not less than 50 students, convene a special general meeting of the Association.
- 5.2.6 The request for a Special General Meeting must -
  - (a) state the objects of the meeting; and
  - (b) be signed by the students requesting the meeting; and
  - (c) be sent to the address of the General Secretary
- 5.2.7 If the Committee does not cause a Special General Meeting to be held within one month after the date on which the request is sent to the address of the General Secretary, the students making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- 5.2.8 If students in accordance with this rule convene a Special General Meeting, the Committee must convene the Special General Meeting and the Association must refund all reasonable expenses incurred in convening the special general meeting.

### **5.3 Special Business**

5.3.1 All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the Annual General Meeting, is deemed to be special business.

### **5.4 Notice of General Meetings**

5.4.1 The General Secretary of the Association, at least 7 days, or if special business has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting, must be displayed.

5.4.2 Notice to a member may be sent -

- (a) by email to the email address of the member appearing in the register of members; or
- (b) if the member requests, by facsimile transmission or at the postal address of the member appearing in the register of members.

5.4.3 Students will be notified by general publication.

5.4.5 No business other than that set out in the notice convening the meeting may be conducted at the meeting.

### **5.5 Quorum at General Meetings**

5.5.1 No item of business may be conducted at a general meeting unless a quorum of students entitled under these Rules to vote is present at the time when the meeting is considering that item.

5.5.2 A number of students equivalent to a figure of 5% of the membership or fifty students (whichever is the lesser figure) personally present (being students entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.

5.5.3 If, within half an hour after appointment time for the commencement of a General Meeting, a quorum is not present -

- (a) in the case of a meeting convened upon the request of students – the meeting must be dissolved; and
- (b) in any other case - the meeting shall stand adjourned to the same day in the next academic week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

5.5.4 If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the students personally present being not less than three quarters of the number required under section 5.5.2 shall be a quorum.



## **5.6 Presiding at General Meetings**

- 5.6.1 The President, or in the President's absence, Vice President shall preside as Chairperson at each General meeting of the Association.
- 5.6.2 If the President and the Vice President is absent from a General Meeting, or are unable to preside, the students present must select one of their number to preside as Chairperson.

## **5.7 Adjournment of Meetings**

- 5.7.1 The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.'
- 5.7.2 No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- 5.7.3 If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule (5.4). Otherwise, except as provided in sub-rule (5.4.1) in relation to special resolutions, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

## **5.8 Voting at General Meetings**

- 5.8.1 Upon any question arising at a General Meeting of the Association, a student has only one vote.
- 5.8.2 All votes must be given personally.
- 5.8.3 In the case of an equality of voting on a question, the chairperson of the meeting is entitled to exercise a second or casting vote.

## **5.9 Manner of Determining Whether Resolution Carried**

- 5.9.1 If a question arising at a General Meeting of the Association is determined on a show of hands -
  - (a) a declaration by the Chairperson that a resolution has been
    - (i) carried; or
    - (ii) carried unanimously; or
    - (iii) carried by a particular majority; or
    - (iv) lost; and
  - (b) an entry to that effect in the minutes of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.

## **PART 6 - ELECTIONS**

### **6.1 Eligibility**

- 6.1.1 Only members can nominate for election as Officers of the Committee, Campus Branches and General Representatives. or as SEED Editors -
- 6.1.2 All students are eligible to vote in elections.

### **6.2 Election of Officers and General Representatives of the Committee and the Campus Branches and as SEED Editors.**

- 6.2.1 The elections of the Association shall be conducted by a Returning Officer appointed by the committee in accordance with Regulation.
- 6.2.2 The Returning Officer may not:
  - (a) be a current member of the Association;
  - (b) be a candidate; or
  - (c) take part in activities designed to promote the electoral interests of any candidate or group of candidates in the election.
- 6.2.3 Nominations of candidates for election as Officers of the Committee or Campus Branches, or as General Representatives in Campus Branches or SEED Editors-must be-
  - (a) made in writing, signed by three students and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) delivered to the Returning Officer appointed by the Association not less than 7 days before the date fixed for the holding of the Annual General Elections.
- 6.2.4 The Annual General Elections must be held prior to 1 November of each year.
- 6.2.5 A candidate may only be nominated for one office, and/or as a General Representative of a Campus Branch, prior to the close of nominations.
- 6.2.6 If insufficient nominations are received to fill all vacancies on the Committee and Campus Branches, the candidates shall be deemed to be elected and further nominations may be received at the by-elections.
- 6.2.7 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 6.2.8 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- 6.2.9 The ballot for the election of Officers of the Committee and Campus Branch and of General Representatives of a Campus Branch must be conducted at the Annual General Elections in such manner as the Committee may direct.

## **PART 7 - THE EXECUTIVE COMMITTEE**

### **7.1 Executive Committee**

- 7.1.1 The affairs of the Association shall be managed by the Committee.
- 7.1.2 The Committee-
- (a) shall control and manage the business and affairs of the Association; and
  - (b) may, subject to these Rules, the Act and the regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by General Meetings of the members of the Association and students; and
  - (c) subject to these Rules, the Act and the regulations, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

### **7.2 Office Holders**

- 7.2.1 The Officers of the Association shall be-
- (a) President
  - (b) General Secretary
  - (c) Vice-President and
  - (d) Five (5) General Executive Members
- 7.2.2 The five (5) general executive members will be elected one each by and from students enrolled in the following campuses or group of campuses;
- (a) Footscray Park
  - (b) Footscray Nicholson
  - (c) St Albans
  - (d) City Flinders / City King / City Queen
  - (e) Werribee / Sunshine / Newport / Melton
- 7.2.3 The Ordinary Members of the Committee shall be-
- (a) the VUPA President;
  - (b) the ISA President
- 7.2.4. The Committee will allocate the following portfolios to the general executive members;
- (a) Education Officer
  - (b) Welfare Officer
  - (c) Equity Officer
  - (d) Media Officer
  - (e) Events and Activities Officer
- 7.2.5.1 Each general executive member may hold one portfolio

- 7.2.6 The provisions of Rule 6.1 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (7.2.1).
- 7.2.7 Persons elected to offices referred to in sub-rule (7.2.1) will hold office from 1 November of each year.
- 7.2.8 Each Officer of the Association shall hold office until the Annual General Election next after the date of his or her election but is eligible for re-election.
- 7.2.9 In the event of a casual vacancy in any office referred to in sub-rule (7.2.1), the Committee may appoint one of the members of the Association to the vacant office and the member appointed may continue in office up to and including the conclusion of the Annual General Election.

### **7.3 Vacancies**

- 7.3.1 The office of an Officer of the Association, or of an ordinary member of the Committee, becomes vacant if the officer or member -
  - (a) ceases to be a student or member of the Association; or
  - (b) becomes insolvent under administration within the meaning of the Corporations Law; or
  - (c) resigns from office by notice in writing given to the General Secretary.

### **7.4 Meetings of the Committee**

- 7.4.1 The Committee must meet at least 8 times in each year at such place and such times as the Committee may determine.
- 7.4.2 Special meetings of the Committee may be convened by the President of the Committee or by any 4 members of the Committee.

### **7.5 Notice of all Committee, Board and Campus Branch Meetings of the Association**

- 7.5.1 Written notice of each meeting must be given to each relevant member at least 2 business days before the date of the meeting.
- 7.5.2 Written notice must be given to relevant members of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

### **7.6 Quorum of Committee Meetings**

- 7.6.1 Greater than one half of the current members of the Committee constitutes a quorum for the conduct of the business of a meeting of the Committee.
- 7.6.2 No business may be conducted unless a quorum is present.
- 7.6.3 If within half an hour of the time appointed for the commencement of a meeting a quorum is not present -

- (a) A register of those members in attendance must be recorded and forwarded to the General Secretary
- (b) in the case of a Special Meeting the meeting lapses;
- (c) in any other case - the meeting may if requested stand adjourned to the same place and the same time and day in the following week.

7.6.4 The Committee may act notwithstanding any vacancy on the Committee.

### **7.7 Presiding at Committee meetings**

7.1.1 At meetings of the Committee -

- (a) the President or, in the Presidents absence, Vice President-presides; or
- (b) if the President and the Vice-President-are absent, or are unable to preside the members present must choose one of their number to preside.

## **PART 9 - CAMPUS BRANCHES**

### **8.1 Campus Branches**

8.1.1 The Campus Branches -

- (a) shall manage the campus affairs of the Association; and
- (b) subject to these Rules, the Act and the Regulations, have power to perform all such acts and things as appear to the Campus Branch to be essential for the proper management of the affairs of the campus.

### **8.2 Membership of the Campus Branches**

8.2.1 The members of each Campus Branch shall be the Chairperson and five (5) General Representatives.

### **8.3 Office holders of Campus Branches**

8.3.1 The officers of each Campus Branch shall be the:

- (a) Chairperson

8.3.3 The provisions of rule 6.1, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (9.3.1).

8.3.4 Each Chairperson of the Campus Branch shall hold office until the annual general elections next after the date of his or her election but is eligible for re-election.

8.3.5 In the event of a casual vacancy within each Campus Branch referred to in sub-rule (9.3.1), the Campus Branch must -

- (a) call a by-election to fill all vacant offices; or
- (b) if there is less than 4 months until the next annual general election, may appoint a member of the Association to any vacant offices.

8.3.6 A by-election called to fill a vacant office must be conducted at a special meeting of the Campus Branch in such a manner as the Committee may direct.

#### **8.4 General Representatives on Campus Branches**

- 8.4.1 Subject to these Rules, each General Representative of the Campus Branch shall hold office until the annual general election next after the date of election but is eligible for re-election.
- 8.4.2 In the event of a casual vacancy in the number of General Representatives required for the Campus Branch, the Campus Branch may appoint a member of the Association to fill the vacancy and the person appointed shall hold office as a General Representative, subject to these Rules, until the conclusion of the term of office next following the date of appointment.

#### **8.5 Meetings of the Campus Branches**

- 8.5.1 Each Campus Branch must meet at least 8 times in each year at such a place and such times as the Campus Branch may determine.
- 8.5.2 Special meetings of each Campus Branch may be convened by the relevant chairperson of the Campus Branch or by any 4 members of the Campus Branch.

#### **8.6 Quorum of the Campus Branch meetings**

- 9.6.1 Greater than 50% of the current members of the Campus Branch constitute a quorum for the conduct of the business of a meeting of the Campus Branch.
- 9.6.2 No business may be conducted unless a quorum is present.
- 9.6.3 If within half an hour of the time appointed for the commencement of a meeting a quorum is not present –
  - (a) in the case of a special meeting - the meeting lapses;
  - (b) A registrar of those members in attendance must be recorded and forwarded to the General Secretary
  - (c) in any other case - the meeting shall stand adjourned to the same place and the same time and day in the following week.
- 9.6.4 The Campus Branch may act notwithstanding any vacancy on the Campus Branch.

### **PART 9 - Multimedia Department**

#### **9.1 Multimedia Department**

- 9.1.1 The Multimedia Department shall consist of
  - (a) The Official Student Newspaper
  - (b) The Official Student Union Website and

#### **9.2 Official Student Newspaper**

- 9.2.1 The Official Student Newspaper shall be named SEED Magazine.
- 10.2.2 SEED Magazine shall be published by three (3) SEED Editors according to Regulations.

10.2.3 SEED Editors shall be appointed by the Committee according to Regulations.

9.2.4 Only members of the Association can nominate for appointment as SEED Editors.

### **9.3 Official Union Website**

9.3.1 The Student Union Website shall be maintained by the Multimedia Officer.

## **PART 10 - COMMITTEES GENERALLY**

### **10.1 Voting**

10.1.1 Questions arising at a meeting of the Committee, Board or a Campus Branch, or at a meeting of any sub-Committee appointed by the Committee, shall be determined on a show of hands or, if a member requests, by poll taken in such manner as the person presiding at the meeting may determine.

10.1.2 Each member present at a meeting of the Committee, Board or a Campus Branch, or at a meeting of any sub-Committee appointed by the Committee, is entitled to one vote and, in the event of an equality of votes on any questions, the person presiding may exercise a second or casting vote.

### **10.2 Removal of a Member**

10.2.1 The Association in general meeting may, by resolution, remove any member of the Committee before the expiration of the members term of office, and can appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

10.2.2 A member who is the subject of a proposed resolution referred to in sub-rule (11.2.1) may make representation in writing to the General Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

10.2.3 The General Secretary or the President may give a copy of the representation to each member of the Association, or if they are not so given, the member may require that they be read out at the meeting.

10.2.4 Any member of a Campus Branch, Chairpersons Board-or Committee that fails to attend three consecutive meetings without an accepted apology will automatically lose their position.

10.2.5 Any member of a Campus Branch, Chairpersons Board or Committee that fails to attend three consecutive inquorate meetings without an accepted apology may be subject to automatic removal from their Office at the discretion of the Committee. In making its deliberations under this clause the committee shall take into account the principals of natural justice.

### **10.3 Minutes of Meetings**

- 10.3.1 The General Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each Committee meeting, together with a record of the names of persons present at the Committee meetings.
- 10.3.2 The Chairperson of each Campus Branch must keep minutes of the resolutions and proceedings of each Campus Branch meeting together with the names of persons present at the Campus Branch meetings.

### **10.4 Regulations**

- 10.4.1 The Executive Committee and each Campus Branch, subject to the provisions of this Constitution shall have the power to make Regulations governing the good conduct of the Union.
- 10.4.2 Regulations shall be adopted, amended or revoked under the following procedures;
- (a) Any Regulation proposed to be adopted, amended or revoked shall be tabled at an ordinary meeting of the Executive Committee or Campus Branch (as the case may be) where it shall lie on the table for consideration at the next ordinary meeting of the Executive Committee or Campus Branch.
  - (b) A Regulation can only be amended, adopted or revoked by a motion passed by two-thirds of the Executive Committee or Campus Branch.
- 10.4.3 Where there is a conflict between any Regulations made by the Executive Committee and Campus Branch, the Executive Committee Regulations shall take precedence.

## **PART 12 - FINANCIAL AND LEGAL**

### **11.1 Funds**

- 11.1.1 The General Secretary of the Association must-
- (a) ensure that the Association receive all moneys due to the Association and make all payments authorised by the Association; and
  - (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- 11.1.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Committee. The Committee must nominate two of its members as signatories for this purpose.
- 11.1.3 The funds of the Association shall be derived from membership fees, donations and such other sources as the Committee determines.

### **11.2 Seal**

- 11.2.1 The common seal of the Association must be kept in the custody of the General Secretary.



11.2.2 The common seal must not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal must be attested by the signatures either of two members of the Committee or, one member of the Committee and of the public officer of the Association.

### **11.3 Notice to Members**

11.3.1 Except for the requirements in rule 5, Any notice that is required to be given to a member, on behalf of the Association , under these rules may be given by:

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at the member's address; or
- (c) electronic transmission.

### **11.4 Affiliated Clubs, Societies and Associations**

11.4.5 All clubs, societies and associations when registered with and approved by the Committee are considered to be affiliated clubs, societies and associations.

11.4.6 All affiliated clubs, societies and associations are required to have a statement on all general publications that they are affiliated to the Association.

### **11.5 Winding Up**

11.5.1 In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

### **11.6 Custody and Inspection of Books and Records**

11.6.1 Except as otherwise provided in these Rules, the General Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.

11.6.2 All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of any charge by any member upon request.

11.6.3 A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.