

# CSE Society Constitution

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*Version 2.0 (adopted at AGM 14/10/2008)*

## 1 INTRODUCTION

1.1 The official name of the society shall be CSE Society.

1.2 The society shall be affiliated to the Arc.

1.3 The aims and objectives of the society are:

1.3.1 To fulfil the specific social needs of CSE students;

1.3.2 To promote computing through technical and nontechnical oriented events to all students of UNSW; and

1.3.3 To establish rapport with external organisations/groups that are enthusiastic about computing.

1.4 During the course of affiliation, the society shall comply with any requirements of the Arc.

1.5 In all matters not specifically dealt with herein, the procedures set out in Guide for Meetings and Organizations by N.E.R. Renton (5th Edition) shall apply.

## DEFINITIONS

1.6 For the purposes of this Constitution:

1.6.1 The University shall mean the University of New South Wales;

1.6.2 The Arc shall mean the Arc @ UNSW Limited;

1.6.3 Tharunka and Blitz shall mean the official publications of the Arc;

1.6.4 Re-affiliation shall mean re-affiliation with the Arc;

1.6.5 Full members shall mean full members of the CSE Society;

1.6.6 Associate members shall mean associate members of the CSE Society;

1.6.7 The Executive shall mean the Executive of the CSE Society;

1.6.8 The Annual General Meeting shall mean the Annual General Meeting of the CSE Society;

1.6.9 An academic day shall mean a day during the first or second session of the University's academic year which is not a Saturday, Sunday, Public Holiday or University Holiday;

1.6.10 A business day shall mean a day which is not a Saturday, Sunday, Public Holiday, University Holiday or within a University exam period.

1.6.11 The School of CSE or any references to the acronym CSE shall mean Computer Science and Engineering; and

1.6.12 Subjects shall mean units of study offered by the University in progression to the award of a degree.

1.7 The society shall be bound by all the clauses in Section 2 to Section 8 of this Constitution.

## 2 MEMBERSHIP

2.1 The list of members of the CSE Society is to remain with the Executive and the Arc to have sole access. Society lists are not to be given or sold to any other person.

2.2 The society will be a Constituent society since it has an agreed association with School of Computer Science and Engineering, which is ratified by the Arc.

2.3 Full membership shall be conferred upon students who are enrolled in Computer Science, Computer Engineering, Software Engineering, Bioinformatics Engineering, or a post-graduate program administered by CSE (research or coursework). They shall not be required to pay any society membership fee.

2.3.1 The duration of full membership shall be until the member is no longer enrolled in an agreed program under section 2.3; or until the society's next Annual General Meeting, whichever is the later.

2.4 Associate membership shall be open to all persons who are not full members subject to affiliation requirements of Arc, provided that they pay a membership fee that is set by the club Executive, and they complete a membership form prepared by the club Executive.

2.4.1 The duration of associate membership shall be until the society's next Annual General Meeting.

2.5 Notwithstanding sections 2.3.1 and 2.4.1, membership shall be terminated when:

2.5.1 The member dies; or

2.5.2 Their membership is terminated under section 2.7

2.6 The society shall comply with the Anti-Discrimination Act (1977) in all of its activities or procedures, including the granting of society membership.

2.7 A member of a society may have their membership terminated after the following procedure is followed:

2.7.1 A motion is carried by the Executive, or the Executive is petitioned by fifteen (15) members to instigate impeachment proceedings;

2.7.2 The members of the society are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 4.2;

2.7.3 The member concerned is notified in writing of the procedures and reasons for proceedings at least five (5) academic days prior to the meeting;

2.7.4 The member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting; and

2.7.5 The motion is carried by the Extraordinary General Meeting.

2.8 Any member of the society who believes they have been wrongly expelled may appeal to the Arc, who will arrive at the final resolution of the matter.

### 3 EXECUTIVE

3.1 The Executive of the CSE Society shall be elected from the online election as set out in section 8 and shall consist of:

3.1.1 Two (2) Co-presidents;

3.1.2 One (1) Secretary;

3.1.3 One (1) Treasurer; and

3.1.4 One (1) Arc Delegate;

3.2 A member is permitted to hold no more than one (1) Executive position.

3.3 The Executive shall be responsible for the following duties:

3.3.1 Ensuring that through the activities of the Society's working groups, its aims are being fulfilled; and

3.3.2 Maintaining the finances of the society; and

3.3.3 Communicating with the membership of the Society.

3.4 The Executive is at all times bound by the decisions of all CSE Society Annual or Extraordinary General Meetings.

3.5 Any member of the Executive shall have their position declared vacant if they:

3.5.1 Die;

3.5.2 Cease to be a full member of the society; or

3.5.3 Are removed from the Executive by a two thirds majority vote, following an absence from any three (3) Executive Meetings without prior leave.

3.6 Any vacancy on the society Executive must be filled by a candidate selected by the remaining Executive.

3.6.1 There must be a two thirds majority vote in favour of the selected candidate for the position.

3.6.2 The candidate must accept the offer of Executive position before they may fill the position.

3.6.3 Any vacancy on the society Executive must be filled within ten (10) business days.

## 3.7 Duties

### 3.7.1 DUTIES OF THE CO-PRESIDENTS

- a) To chair all society General, Executive, Annual and Extraordinary General Meetings of the society;
- b) To oversee and coordinate the activities and administration of the society;
- c) To ensure that the elected officers of the society and head of working groups perform duties as laid down by the society's constitution, through regular e-mail updates, regularly advertised meetings, reports and notices and/or regular newsletters;
- d) To ensure that all other tasks necessary for the running of the activities of the society are performed, properly either by doing them or delegating the duties;
- e) To have a thorough knowledge of the society's constitution;
- f) To plan the coming year's activities;
- g) To act as official spokesperson for the society;
- h) To arrive at an associate membership fee;
- i) To liaise with fellow office bearers;
- j) To acquaint each Executive member with their function, responsibility, duties and maintain personal contact with them;
- k) To liaise with the Arc where necessary;
- l) To ensure that an "Application for Affiliation" form accompanied by the minutes of the most recent Annual General Meeting and an updated membership list is submitted to the Arc;
- m) To ensure that the Treasurer submits a Financial Report to the society at the AGM and to the Arc and that they have the society's finances in good order in preparation for Spot Audits by the Arc;
- n) To ensure that the Arc is informed of changes to the Executive;
- o) To pass on their knowledge to their successor; and
- p) Other duties as in accordance with the constitution of the society's guidelines.

### 3.7.2 DUTIES OF THE SECRETARY

- a) To be responsible for receiving and replying to all correspondence on behalf of the society;
- b) To organise meetings, agendas (with consultation with the President), and minutes;
- c) To keep relevant society papers in order;

- d) To coordinate elections; and
- e) To maintain an up-to-date membership lists.

### 3.7.3 DUTIES OF THE TREASURER

- a) To keep and maintain all society financial records;
- b) To hold cheque books, petty cash tins etc;
- c) To keep the society informed of its financial position (at meetings, through regular e-mail reports, or regular newsletter);
- d) To carry out financial transactions as directed by the society management;
- e) To not lend money, under any circumstances to yourself, society members or other societies;
- f) To always ensure that the records are up to date and in good order so that if they are otherwise unable to continue in that capacity someone else can easily take over;
- g) To not put the society in debt that cannot be repaid, but endeavour to match costs and income as closely as possible;
- h) To always insist on a receipt or docket to validate any expenditure by the society;
- i) To pay all accounts by cheque;
- j) To always enter the payee's name, the cheque amount and a brief explanation of the payment on the cheque butt;
- k) To always provide a receipt to a person who gives money to the society for any reason and bank all money received IMMEDIATELY;
- l) To ensure you have at least two and not more than three signatories who are Executive members to the cheque account;
- m) To ensure that society funds are not misused at any time; and
- n) To ensure that when smaller amounts of money are spent, (petty cash) a receipt or docket must be obtained. UNDER NO CIRCUMSTANCES ARE ANY EXPENSES TO BE MET WITHOUT DOCUMENTATION.

### 3.7.4 DUTIES OF THE ARC DELEGATE

- a) To be aware of the Arc funding system, its requirements and its possibilities for the society.
- b) To communicate with the Executive before and after the each Arc meeting to pass on information (about grants etc);
- c) To liaise with the Arc and the society's Executive;
- d) To have a good working knowledge of Arc forms;

e) To clear out the society's pigeonhole in the Arc Resource Room at least every two weeks; and

f) To attend Arc clubs general meetings or get someone to stand in, or send advance apologies.

## **4 WORKING GROUPS**

4.1 The Executive shall establish working groups as they see fit.

4.2 A working group shall be a subset of members that have certain tasks of the society delegated to them by the Executive.

4.3 Working groups shall have a head appointed by the Executive, who must be a member of the society.

4.4 The head of a working group shall at all times report and be responsible to the Executive, and be responsible for leading their working group.

4.5 Heads of working groups may be appointed and dismissed by the Executive at an Executive Meeting.

4.6 Working groups shall have budgets assigned to them as the Executive sees fit, in order to carry out their delegated tasks.

4.7 Working groups shall dissolve:

4.7.1 Upon the election of a new Executive;

4.7.2 Otherwise at the discretion of the Executive.

4.8 Until otherwise provided by the Executive, there shall be social, publicity and technical working groups established by the Executive within ten (10) business days of their election.

## **5 MEETINGS**

### **5.1 ANNUAL GENERAL MEETINGS**

5.1.1 There shall be one Annual General meeting every calendar year.

5.1.2 The Annual General Meeting shall be held on an academic day.

5.1.3 Notice in the form of an agenda for the Annual General Meeting shall be no less than five (5) academic days, and is to be:

5.1.3.1 Advertised in Tharunka and/or Blitz and/or the Arc website;

5.1.3.2 Given in writing, through the CSE email system, to all society members, or upon approval by the Arc, displayed in a way that will guarantee an acceptable level of exposure among society members.

5.1.4 Quorum for the Annual General Meeting shall be fifteen members or one half of the society membership, whichever is the lesser.

#### 5.1.5 At an Annual General Meeting:

5.1.5.1 Reports shall be presented by at least the President and the Treasurer;

5.1.5.2 Full financial reports shall be presented and adopted;

5.1.5.3 Constitutional amendments and other motions on notice may be discussed and voted upon; and

5.1.5.4 Nominations for the Executive elections shall open, pursuant to section 8.1.

5.1.6 Full minutes of this meeting, including a list of the new Executive, written financial reports, and constitutional amendments, shall be forwarded to the Arc within ten (10) business days of the Handover Meeting.

### 5.2 EXTRAORDINARY GENERAL MEETINGS

5.2.1 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under section 5.2.4.

5.2.2 Extraordinary General Meetings shall be held on an academic day.

5.2.3 The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting, except that the Executive nominations shall not take place unless specifically notified.

5.2.4 To petition Extraordinary General Meeting fifteen (15) members or half of the society membership, whichever is the lesser, must petition the Executive in writing.

5.2.5 Such a petitioned meeting must be held within twenty-one (21) academic days, but no sooner than five (5) academic days.

### 5.3 EXECUTIVE MEETINGS

5.3.1 There shall be Executive Meetings as the Executive sees fit.

5.3.2 All members of the Executive are required to attend Executive Meetings.

5.3.3 Executive Meetings shall be held in confidence, except that the Executive may invite members of the society or other guests to attend. These observers shall have no vote.

5.3.3.1 Heads of working groups who are invited to Executive Meetings are required to attend.

### 5.4 HANDOVER MEETING

5.4.1 There shall be a Handover Meeting no more than a calendar month after the pronouncement of election results.

5.4.2 All members of both the current Executive, and the Executive-elect are required to attend the Handover Meeting.

5.4.3 The Handover Meeting shall be held in confidence.

5.4.4 At the Handover Meeting, the Executive shall pass on all knowledge of, and advice regarding, the Society to the Executive-elect.

5.4.5 At the conclusion of the Handover Meeting, the Executive is dissolved and the Executive-elect assume their elected positions.

## 5.5 MEETINGS

5.5.1 General requirements for all meetings are as follows:

5.5.1.1 All voting at meetings shall be with a simple majority required for a resolution to be passed;

5.5.1.2 Each member is entitled to one vote;

5.5.1.3 No proxies shall be allowed in any meetings;

5.5.1.4 In the case of equality of voting, the motion shall be defeated.

5.5.1.5 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting; and

5.5.1.6 Constitutional changes passed at an Annual or Extraordinary General Meeting will not take effect until ratified by the Arc.

5.5.1.7 The Secretary shall send the agenda for the meeting, to all those required to attend, no later than two (2) business days prior to the meeting.

## 6 FINANCE

6.1 The CSE Society shall hold an account with a financial institution on University campus.

6.2 The Executive must approve all accounts for payment.

6.3 All financial transactions shall require two signatures, one of which must be that of the society Treasurer.

6.4 The Co-presidents and the Treasurer shall be the signatories to the society's account(s).

6.5 The financial records of the society shall be open for inspection by the Arc at all times.

## 7 DISSOLUTION

7.1 Dissolution of the CSE Society will occur after the following conditions have been met:

7.1.1 An Extraordinary General Meeting is petitioned in writing as set out in 4.11;

7.1.2 Procedures for notification as set out in 4.1.3 are followed, and the reasons for the proposed dissolution are included with the notification to the Arc;

7.1.3 Quorum for the meeting to dissolve the society shall be twenty (20) members or three-quarters of the society membership, whichever is the lesser;

7.1.4 No other business may be conducted at the meeting to dissolve the society;

7.1.5 After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten minutes set aside for this purpose;

7.1.6 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the society; and

7.1.7 If the motion to dissolve is carried, the Arc must be notified within ten (10) academic days.

7.2 Dissolution of the society will also occur if the society has been financially AND administratively inactive for a period of eighteen (18) months. Financial inactivity shall mean no recorded and official electronic or manual monetary transaction has occurred. Administrative inactivity shall mean no recorded and official publicity to the School of Computer Science and Engineering student body through methods/medium such as email, posters.

7.3 The Arc must give twenty (20) academic days notice in Tharunka and in writing to the last known President before dissolving the society in this way.

7.4 On dissolution of the society, the society is not to distribute assets to members. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. This organisation may be nominated at the dissolution meeting of the society. If no other legitimate organisation is nominated, the Arc will begin procedures to recover any property, monies or records belonging to the society which it perceives would be useful to other Arc-affiliated clubs.

## 8 ELECTIONS

8.1 Nominations for the Executive positions shall open at the AGM.

8.2 Nominations must remain open for the Executive until there are at least three (3) nominees for Co-president and two (2) nominees for each other position, and at least five (5) unique nominees for the positions in total.

8.3 Nominations must be entered and seconded by two (2) full members, one of whom must be the nominee.

8.4 Upon the close of nominations, the Co-presidents shall forward the nominees to CSE, who shall run the official election. Only elections run by CSE shall be recognised.

8.5 If there is a tie for any Executive position between candidates, the outgoing executives shall have a casting vote in the election.

8.6 Upon finalising of the election results, they must be pronounced to the membership within one (1) business day.

8.7 Only full members are entitled to vote for the Executive. Full members may vote for two (2) candidates for Co-president, and one (1) candidate for each other position.

8.8 Voting is to be confidential and anonymous at all times.