



## 1. NAME AND AFFILIATION

1.1. The *Society's/Association's* name shall be CULTURAL SOCIETY, or CS as shorthand

1.2. *Cultural Society* is an affiliate of:

- (a) University of Western Australia Student Guild

And is thus subject to the university above's Statute, Guild Regulations, and Guild Rules.

## 2. OBJECTIVES

2.1. Subject to the Guild Statute and Regulation, the objectives of *Cultural Society* shall be:

- (a) To maintain a strong community of people from all different backgrounds by encouraging the interconnection of students through various social events
- (b) To become and remain affiliated to the Guild Councils of the university listed in section 1.2.
- (c) To encourage and promote co-operation between the Club and other affiliated societies representative of University interests;
- (d) To do all such things as would appear necessary and proper for the benefit or advancement of members of the Club

## 3. ACTIVITIES

3.1. Subject to the Guild Statutes and Regulations, the activities of *Cultural Society* shall consist of those which promote the objectives of *Cultural Society*.

3.2. Any funding provided by the Universities' Guild of Students, or external sponsors, will be used for the activities the funding was provided for.

3.3. A price differential is in effect for any of *Cultural Society's* sponsored events or functions, which includes an entrance or participation fee. The differential will be applied to the full fee for Guild members and *Cultural Society's* members. This differential shall be determined by *Cultural Society*.

## 4. MEMBERSHIP

4.1. Subject to conditions stipulated in Guild regulations, any person may join *Cultural Society*.

4.2. Membership shall begin on payment of a membership fee, and shall expire at the conclusion of that academic year.

- 4.3. Membership fees will be set by *Cultural Society*, providing they do not conflict with the minimums or maximums set down by the University's Guild of Students.
- 4.4. A price differential will be in effect for any membership fees charged. Guild members shall be awarded a nominal discount.

## 5. EXECUTIVE

- 5.1. The executive team of *Cultural Society* composes of the following office bearers:
  - (a) President
  - (b) Vice-President
  - (c) Treasurer
  - (d) Secretary
  - (e) Head of Public Relations
- 5.2. The Internal General Meeting (IGM) of *Cultural Society* will decide the office bearers of *Cultural Society*, as per the provisions of section 12.
- 5.3. No person shall hold more than one executive position.
- 5.4. No person shall be discriminated against because of the university they attend when appointing an executive member
- 5.5. In the case of a casual vacancy, the General Committee will hold an IGM to appoint a person from the committee members of *Cultural Society*.
- 5.6. In the case of an executive member abusing their power and responsibility, the General Committee holds the right to call an Annual Internal Meeting (AIM) to dismiss the current and appoint a new executive member of *Cultural Society*.
  - (a) For such to occur, 10 or more Committee members must nominate the dismissal of such member by documenting the reasons why in a formal letter
  - (b) Such needs to be provided to the Secretary as notice for calling an AIM, to which all Committee members must be informed of.
  - (c) For dismissal of an executive member to be valid, a special resolution of attending members (i.e. 2/3 vote) must be passed
- 5.7. In the case of an executive member not fulfilling their duties to the expectation of the General Committee, the same process as that of Section 5.6 must be carried out if the dismissal of that executive member is desired.
- 5.8. In the case of an executive member resigns or ceases to hold office, the process in Section 5.6(b) and (c) must be carried out.

## 6. EXECUTIVE RESPONSIBILITIES AND POWERS

- 6.1. The executive shall meet in person at least quarterly.
- 6.2. Quorum for such a meeting shall be 4/5 of the total executive.
- 6.3. The executive shall have the power to formulate activities and policy for *Cultural Society* in general, as long as they are not in contradiction with prior policy as decided by a General Meeting of *Cultural Society*, this constitution, or other rules and regulations of the Universities' Guild of Students.
- 6.4. The executive shall not have the power to allocate substantial sums of money without prior approval of a General Meeting of *Cultural Society*.
  - (a) A substantial sum is deemed to be over One Thousand dollars (\$1000.00)

## **7. RESPONSIBILITIES OF THE PRESIDENT**

- 7.1. To act as chairperson for all meetings of *Cultural Society*.
- 7.2. To be an ex-officio member on all *Society* committees, sub-committee's, et al.
- 7.3. To coordinate and oversee the activities of executive members.
- 7.4. To represent *Cultural Society* in matters relating to *Cultural Society* to the best of their ability.
- 7.5. To authorise expenditure of funds of *Cultural Society*, providing that it is not in contradiction of 3.1, 3.2, and 7.4 of this constitution.
- 7.6. To uphold the objectives of *Cultural Society*

## **8. RESPONSIBILITIES OF THE VICE PRESIDENT**

- 8.1. To support and assist the rest of the executives in their roles, particularly that of the President.
- 8.2. To also represent *Cultural Society* in matters relating to *Cultural Society*
- 8.3. To also uphold the objectives of *Cultural Society*

## **9. RESPONSIBILITIES OF THE SECRETARY**

- 9.1. To record the minutes of all the meetings of *Cultural Society*, to maintain a minutes file, and to ensure that the minutes are signed by at least two of the attending members.
- 9.2. To ensure a copy of the Annual General Meeting is forwarded to the Clubs and Societies Representative of all the universities' Guild of Students.

- 9.3. To maintain a list of *Cultural Society's* members. This list remains private and confidential except where deemed necessary to allow access by the Student Guild's of the universities listed in 1.2 or *Cultural Society's* executive team, with valid reason to do so. In such instances it shall only be released in confidence. The record will record:
- (a) Member's Names
  - (b) Contact Details (including phone number and email address)
  - (c) Association with a Student Guild from the universities listed in 1.2.
- 9.4. To familiarise members of *Cultural Society* with correspondence, minutes, and membership of *Cultural Society*.
- 9.5. If the Student Guilds gives four (4) days written notice, provide them with the minutes of any *Society* meetings.
- 9.6. To establish and maintains communication channels between the Committee Members such that important information can be sent and received between all members

## **10. RESPONSIBILITIES OF THE TREASURER**

- 10.1. To keep a proper book of accounts dealing with property and finance of *Cultural Society*.
- 10.2. To ensure collection of membership fees from members.
- 10.3. To prepare a financial statement showing all receipts and payments of *Cultural Society* for the preceding year at *Cultural Society's* Annual General Meeting.
- 10.4. To familiarise members of *Cultural Society* financial status of *Cultural Society*.
- 10.5. To submit applications for funding on behalf of *Cultural Society*.
- 10.6. To be responsible for the maintenance of the *Cultural Society* bank accounts. This includes:
- (a) Ensuring that signatories to any of *Cultural Society's* bank accounts are current.
  - (b) Managing any credit/debit cards associated with these accounts.
  - (c) Auditing spending and income into these accounts.

## **11. RESPONSIBILITIES OF THE HEAD OF PUBLIC RELATIONS**

- 11.1. To manage and maintain all of *Cultural Society's* social media accounts.
- 11.2. To ensure a strong engagement of both Committee Members and Members in general through electronic media channels.
- 11.3. To be responsible for organising the promotion of events held by *Cultural Society*.

## **12. ANNUAL GENERAL MEETING**

12.1. The Annual General Meeting of *Cultural Society* shall be held near the end of the calendar year at the discretion of the Executive.

12.2. The following events shall happen at the Annual General Meeting each year:

- (a) A report from the President of the current year, giving a summary of their activities and carrying out of their responsibilities of the past year.
- (b) The announcement of the executive team of the following year.

12.3. Quorum for the Annual General Meeting shall be twenty (20) percent or ten (10) members, whichever is greater.

### 13. GENERAL MEETINGS

13.1. Each General Meeting of *Cultural Society* must include minutes of the meeting recorded by the Secretary.

13.2. Any decision of a general meeting on matters of policy, objectives, or activity shall be binding on the executive team of *Cultural Society* as long as those decisions are not contradictions with the rules and regulations of the Student Guilds of the universities listed in 1.2.

13.3. Quorum for a general meeting shall be fifteen (15) percent or ten (10) members, whichever is greater.

13.4. There shall be at least one General Meeting per University Semester. The AGM shall count as a General Meeting in this calculation.

13.5. An ordinary resolution normally requiring a General Meeting may also be passed through circulation of and voting on that resolution by all Committee Members

### 14. ELECTIONS

14.1. Elections for the Executive shall be held at the Annual Internal Meeting (AIM) of *Cultural Society*.

14.2. Election Process:

- (a) A nomination form will be presented in which Committee members will be able to nominate for an executive position.
  - (i) Each person will not be restricted from running for multiple positions
- (b) Voting will be then conducted at the Annual Internal Meeting with all attending committee members having the capacity to vote
  - (i) Voting will be done in the preferential style

- (ii) Each position is done individually, par President and Vice President which are voted on together
- (c) Votes are then counted by the current Executive with a non-committee member present to adjudicate the votes and ensure fairness
  - (i) In the case of the Presidential vote, the Vice President is elected by gaining the second most number of votes in the Presidential election
  - (ii) If a person were to be successful in winning the vote for multiple positions, that person must then choose which position they would like to hold
- (d) No one person can hold more than one position

14.3. Any committee member of *Cultural Society* may stand for any position in *Cultural Society*.

## **15. POWERS OF MEMBERS**

15.1. Any five (5) members, upon written request, may demand the Secretary to hold a meeting to discuss an issue of business noted upon their request.

15.2. Any member, after giving four (4) days written notice, may demand of the appropriate executive member the right to view the membership list, (if such a request is made, an abbreviated membership list withholding members addresses and phone numbers will be issued, this is to respect and protect the privacy of members) and/or minutes book and/or correspondence file and/or account books.

## **16. EXPULSION OF MEMBERS**

16.1. The General committee may by special resolution (at least 2/3 vote) request any member to resign from the club

## **17. ADVISORY ROLE**

17.1. *Cultural Society* does not have any advisory roles in its committee. All past committee members once leaving the committee does not receive any free tickets for any *Cultural Society* event.

## **18. DISSOLUTION**

18.1. *Cultural Society* will be considered to have dissolved in the following circumstances:

- (a) Membership falls below ten (10) persons.

- (b) An AGM or Special General Meeting (requiring the same amount of notice as an AGM) is called at which it is decided by an absolute majority of members to disband *Cultural Society*. The Guild must be notified in writing if this occurs.

## **19. ALTERATIONS TO THE CONSTITUTION**

- 19.1. Alterations to the Constitution may only be made by a General Meeting of *Cultural Society*. Proposed alterations must be circulated with notice of the meeting prior to such occurring.
- 19.2. All universities which *Cultural Society* is affiliated with must be notified in writing of any alterations to this constitution.