

## **DANCE UWA CONSTITUTION (as of 20th October 2021)**

### **1. NAME**

The name of the club shall be: Dance UWA

### **2. OBJECTIVES**

- a. To encourage and facilitate dance at the University of Western Australia
- b. To remain affiliated to Societies and Public Affairs Council
- 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
- e. That the Club shall not transmit any monies or grants to any person by way of gift

### **3. ORDINARY MEMBERSHIP**

Ordinary membership shall consist of all members of the community who wish to participate in dance at Dance UWA, both within and external to the University of Western Australia.

### **4. ASSOCIATESHIP OF THE CLUB**

The Club in General Meeting may from time to time admit to associateship persons who are, or have been:

- a. Members of the Guild
- b. Associates of the Guild
- c. Students enrolled at the University of Western Australia
- d. Alumni of the University of Western Australia
- e. Staff of the University of Western Australia

### **5. SUBSCRIPTIONS**

- a. The Annual subscription for ordinary membership shall be \$5 for Guild members and \$7 for non-Guild members.
- b. The annual subscription for each year is payable at any time throughout the

year but will expire 31st December of that year.

## **6. HONORARY LIFE MEMBERSHIPS**

The Club may in General Meeting by two-thirds majority of those present and voting confer Honorary Life Membership upon any member who has performed outstanding service to the Club.

## **7. PRIMACY OF ORDINARY MEMBERS**

Members other than Ordinary Members shall not:

- a. Be voting members of the Club.
- b. Nominate candidates for the offices and Committee of the Club.
- c. Become or remain office bearers of the Club.
- d. But shall otherwise have all the rights and privileges of ordinary membership.

## **8. MEETING OF THE CLUB**

- a. The Club shall hold its Annual General Meeting during the last 4 weeks of each academic year.
- b. The Committee may at any time call a Special General Meeting of the Club. The Secretary shall forthwith call a Special Meeting upon receiving a written requisition from at least ten financial ordinary members of the Club, and such a meeting shall be held no later than ten days immediately following receipt of such a requisition.

If the Secretary fails to call the meeting within that time, any of the signatories of the requisition may do so. Any business set out in the requisition shall have priority over all the other business.

## **9. PROVISIONS GOVERNING GENERAL MEETINGS**

- a. The Secretary shall cause written notice of any General Meeting, together with the agenda, to be submitted to Guild as an EMP and advertised at least 2 weeks before the date appointed for that meeting.
- b. No General Meeting may be held while a Guild General Meeting is in progress. This shall not apply where written notice of the meeting was given before written notice of the Guild General Meeting. Any such meeting being conducted in contravention thereof shall disband immediately on the order of disciplinary officer of the Guild.
- c. The quorum of General Meeting shall consist of at least 15 financial Ordinary Membership for the time being.

- d. All General Meeting of the Club shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.

## **10. PATRON**

The Club may, at the Annual General Meeting, elect a patron who shall, if they indicate their willingness to do so, hold office until the succeeding General Meeting. Nominations shall close at that General Meeting.

## **11. NOMINATIONS**

Before the Annual General Meeting, the Secretary shall call for nominations for the Office Bearers and Committee of the Club, and shall include in the same notice details of the Annual General Meeting. Nominations shall close at that meeting.

## **12. OFFICE BEARERS**

- a. The Office Bearers of the Club shall be elected by the Ordinary Members of the Club at the Annual General Meeting and shall consist of:

- i. The President
- ii. The Vice President – Crew
- iii. The Vice President – Events
- iv. The Secretary
- v. The Treasurer

These members will be representatives at SOC/Guild Meetings.

- b. Only financial Ordinary Members of the Club who are members of the Guild shall be eligible for election as Office Bearers.
- c. Election shall be conducted by optional preferential ballot for each office in the order shown above. A candidate defeated for one office may stand for any office lower on the list. Their powers and duties are defined in Articles 21-24.
- d. Voting at General Meetings will follow the rules and regulations stipulated by the Guild Election Committee.

## **13. THE COMMITTEE**

The Committee of the Club shall consist of:

- a. The Office Bearers for the time being

- b. The Ordinary Committee shall consist of any number or combination of the following positions. These will be elected by the financial Ordinary Members of the Club by optional preferential ballot of the Annual General Meeting subsequent to the election of Office Bearers. These positions include:
  - i. Public Relations and Media Officer (s)
  - ii. Events Officer(s)
  - iii. Ordinary Committee Member(s)
- c. The following positions that will be voted by the elected committee by the end of the third week of crew rehearsals of the following semester:
  - i. Crew Officer(s)
  - ii. Fresher Representative(s)
- d. The Immediate Past President.

#### **14. DELEGATES**

After the Committee has been elected it shall forthwith proceed to appoint from amongst its members a delegate and a deputy delegate to any sub council to which the Club is affiliated.

#### **15. DURATION OF OFFICE**

The Office Bearers and the Ordinary Committee members shall remain in office until the end of the second academic semester unless they are the patron.

#### **16. VACANCIES**

- a. If an Office Bearer resigns or ceases to hold office for any reason the remaining members of the Committee shall forthwith fill the vacancy so created by appointing thereto a member of the Committee from the Ordinary Membership, subject to review at the next committee meeting.
- b. If an Ordinary Committee member resigns or ceases to hold office for any reason the remaining members of the Committee shall forthwith fill the vacancy so created by appointing thereto a member of the Committee from the Ordinary Membership, subject to review at the next committee meeting.

#### **17. MEETINGS OF COMMITTEE**

- a. The Committee shall meet at such times and places as the President shall determine.

- b. The Secretary shall cause all members of the Committee to receive 7 days' notice before the date fixed for the meeting together with a list of the business to be discussed at least 24 hours before.
- c. The Secretary may call an emergency meeting, giving 24 hours' notice.
- d. The Secretary shall forthwith call a Special Meeting of the Committee upon receiving a written requisition from at least two members thereof, and such a Special Meeting shall be held not later than seven days immediately following receipt of requisition.
- e. If the Secretary fails to call the meeting within that time, any one of the members signing the requisition may do so. Any business set out in the requisition shall have priority overall other business.

## **18. QUORUM AND PROCEDURE OF COMMITTEE**

- a. The quorum of the Committee shall be four Committee members of whom at least two shall be Office Bearers.
- b. All meetings of the Committee shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.

## **19. POWER OF THE COMMITTEE**

Subject to this Constitution, the Committee shall be responsible to the Club in General Meeting for giving effect to the Objectives of the Club as set out in Article 2 and elsewhere in this Constitution and for carrying on its everyday business, and without prejudice to the generality of the foregoing, have the power to:

- a. Acquire and dispose of property; dispose of monies; open banking accounts; and enter into contracts. Unless acting under a special enabling resolution of General Meeting, however, the Committee shall not borrow or raise money or incur debts or liabilities on behalf of or in the name of the Club to greater amount than five dollars for each and every then existing financial Ordinary Member of the Club.
- b. Make regulations for the orderly and proper management of the affairs of the Club, but so that no regulation is inconsistent or repugnant to this Constitution.
- c. Make, alter or repeal By-Laws and impose fines for the breach therefore. All By-Laws and any alterations or amendment therefore shall be subject to ratification by Societies Council and Guild Council before coming into force. The maximum fine imposed may not exceed five dollars.

## **20. CHAIR**

The President shall have the right to take the Chair at any meeting of the Club or of the Committee. If the President is absent or does not wish to exercise their right at any meeting, that right shall develop upon a Vice President. In the event of both the President and both Vice Presidents not wishing to exercise their right, that meeting shall elect its own Chair.

## **21. PRESIDENT**

In addition to any provisions set out elsewhere in this Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the President to:

- a. Coordinate and supervise the work of the Office Bearers, subject to the authority of the Club in General Meeting.
- b. Generally carry out the objectives of the Club.
- c. Mediate any decision of the Club where conflicting views arise.

## **22. VICE PRESIDENT - CREW**

It is the duty of the Vice President – Crew to:

- a. Select the Dance UWA Crew members and run in an objective manner.
- b. Appoint the Crew Officer(s) at a meeting of the Committee by the end of the third week of crew rehearsals
- c. Coordinate with the Treasurer venue booking for Crew rehearsals.
- d. Make the final decision with regards to taking on performances.

In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Vice President - Crew to assist the President wherever possible.

## **23. VICE PRESIDENT – EVENTS**

It is the duty of the Vice President – Events to:

- a. Plan and execute any events held by the club, for example workshops, classes and social events that are not specific to The Dance UWA Crew.
- b. Ensure EMPs are submitted on time and in accordance to the Guild regulations.
- c. Be a secondary point of contact if Secretary is unable to do so.

In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Vice President - Events to assist the President wherever possible.

## **24. SECRETARY**

In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Secretary:

- a. To record all proceedings of the Club and the Committee in minutes and to be readily available to Committee Members.
- b. To be the primary point of contact of the club and manage correspondence of the club.
  - i. To conduct and keep copies of all correspondence of the Club: To supply the Secretary of the Guild before the end of the first academic semester the information required to be recorded in the register of the University societies.
  - ii. To notify the Secretary of the Guild within fourteen days of the alterations in the foregoing information.
  - iii. To lodge with the Secretary of the Guild a copy of the Constitution and any By-Laws made under its authority.
  - iv. To notify the Secretary of the Guild within fourteen days from the making therefore of any alterations to this Constitution of such By Laws.
  - v. To notify the Secretary of Societies Council and Public Affairs Council of the names of the delegate and deputy delegate to Societies Council and Public Affairs Council at least four days before meetings of these respective councils in each calendar year.
- c. In the event of the Club being de-registered, to present to the Guild Secretary within thirty days a duly audited statement of the financial position of the Club together with a copy of the resolution which may have been passed by the Club as to the disposition of its funds.

## **25. TREASURER**

In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Treasurer:

- a. Keep proper books of account dealing with the property and finances of the Club and to furnish the Committee with such accounts and information relating to the finances and property of the Club as the Committee from time

to time require.

- b. Arrange and be responsible for handling of the petty cash and management Club bank accounts.
- c. Prepare a financial statement showing all receipts and payments during their term of office, for presentation with auditor's report to the Annual General Meeting.
- d. Produce and deliver all necessary books, vouchers and other documents to the persons appointed by the Guild Finance Committee for the purpose of conducting an audit, in so far as such persons may so required.

No payments shall be made on behalf or in the name of the Club unless it has the consent of the majority of the Office Bearers.

## **26. DEPOSITS AND WITHDRAWAL OF MONIES**

All cash monies due and payable to the Club shall be received by the Treasurer who shall lodge them without undue delay in the Central Banking of Guild Council for the credit of the Club.

Upon the discretion of the Treasurer, any electronic transactions can be deposited or withdrawn from a nominated club bank account.

Any two of the Office Bearers shall be empowered jointly sign cheques or forms of authority for the withdrawal of any money standing to credit of the Club in the Central Banking Account.

Notwithstanding anything contained herein, no persons shall deposit or withdraw any monies into any account that Guild Council has closed by resolution.

## **27. MAJOR OBLIGATIONS TO THE GUILD**

The Club shall comply with the Regulation of the Guild, the Rules of Societies and Public Affairs Council, and all other provisions enrolled upon the Guild Statues book, and all the Office Bearers and members shall be jointly and severally responsible for such compliance, and shall be deemed liable in the event of noncompliance therewith.

## **28. EXPULSION**

Expulsion of Office Bearer:

- a. The Club may by majority vote at a Special General Meeting, request any Office Bearer to resign from the Committee, and in the event, shall cause written notification of such request to be served upon the Office Bearer concerned.



- b. Should such a request prove ineffectual after fourteen days written notification, the Committee may serve written notice of intended expulsion of the Office Bearer concerned and should they not have resigned seven days after, the Committee may by unanimous vote expel them from the Club; but such expulsion shall be subject to review at the next Special General Meeting with the member present and to be heard.

Expulsion of Ordinary Committee Member:

- c. The Committee may by unanimous vote, bar the member involved, request any Ordinary Committee member to resign from the Committee, and in the event, shall cause written notification of such request to be served upon the Committee member concerned.
- d. Should such a request prove ineffectual after fourteen days written notification, the Committee may serve written notice of intended expulsion of the Committee member concerned and should they not have resigned seven days after, the Committee may by unanimous vote expel them from the Club; but such expulsion shall be subject to review at the next Committee Meeting with the member present and to be heard.

Expulsion of Member:

- e. The Committee may by unanimous vote request any member or associate member to resign from the Club, and in the event shall cause written notification of such request to be served upon the member concerned.
- f. Should such a request prove ineffectual after fourteen days written notification, the Committee may serve written notice of intended expulsion of the member concerned and should they not have resigned seven days after, the Committee may by unanimous vote expel them from the Club; but such expulsion shall be subject to review at the next General Meeting with the member present and to be heard.

## **29. AVAILABILITY OF CONSTITUTION**

The Committee shall make the most recent Constitution available on request to all Ordinary Members via the Guild website.

## **30. INTERPRETATION**

Subject to any provisions enrolled upon the Guild Statutes book and to any resolution passed by Guild Council, Societies Council or Public Affairs Council, the President shall have the power to interpret the meaning of any of the provisions contained in the Constitution, but the determining decision in case of doubt shall rest with the Club in General Meeting.

### 31. ALTERATION OF CONSTITUTION

- a. Any two financial Ordinary Members of the Club may, not less than three days before the day appointed for the next General Meeting, submit to the Secretary a notice of motion signed by them proposing an alteration to this Constitution.
- b. The motion may then be considered by the Club at its next committee meeting and amendments that are relevant to the subject matter thereof may be moved without notice.
- c. The motion of any amendment thereto shall not be deemed adopted unless it receives a two thirds majority of the members present and voting at the General Meeting.
- d. The motion as adopted with any amendments shall come into force upon receiving the approval of Societies and Public Affairs Council.

Adopted by Annual General Meeting 23<sup>rd</sup> October 2020 and approved by UWA Guild 28<sup>th</sup> October 2019.

Amendments to:

<b>Section Number</b>	<b>Date</b>
10	23 <sup>rd</sup> October 2020
13b	23 <sup>rd</sup> October 2020
13c	23 <sup>rd</sup> October 2020