

# UWA Cheer and Dance Constitution

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## **Section 1: NAME**

1.1 The name of the club is “UWA Cheer and Dance”, hereafter referred to as the “Club”.

1.2 The Club may also choose to go by “UWACAD”.

## **Section 2: AIMS and OBJECTIVES**

2.1 The Aims and Objectives of the Club are to encourage and facilitate:

- (A) Cheerleading and dance at the University of Western Australia (UWA)
- (B) Affiliation with the Societies Council and other organisations at UWA with whom association will be beneficial to the Club
- (C) Co-operation between the Club and other affiliated societies representative of university interests

2.2 The Club shall be empowered to do all things necessary for the attainment of the Aims and Objectives of the Club.

2.3 The property and income of the Club shall be applied solely towards the promotion of the Objectives of the Club, and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith and in the promotion of those Objectives.

## **Section 3: MEMBERSHIP**

### ***Ordinary Membership***

3.1 Ordinary membership shall be open to any person who wishes to further the interests of the Club.

3.2 Each person admitted to ordinary membership shall be:

- (A) Bound by this Constitution and Club by-laws
- (B) Liable for such fees and subscriptions as may be fixed by the Club
- (C) Entitled to all advantages and privileges of membership so long as other criteria are met

### ***Subscription***

3.3 The annual subscription fee for ordinary membership is to be set by the Executive Committee.

3.4 This subscription is required for ordinary membership of the Club, and only those who have paid the subscription in the given academic year will have the ability to:

- (A) Vote on any proposals at General Meetings;
- (B) Elect Executive and Non-Executive Committee members;
- (C) Nominate candidates for the Executive Office or Committee of the Club; and
- (D) Be elected or remain in the Executive Office or Non-Executive Committee

### ***Termination of Membership***

3.5 Termination of ordinary membership of the Club is at the discretion of the Executive Committee.

3.6 Termination of a person's membership may only occur in the instance that the member is found to have acted in conflict with the Aims and Objectives of the Club (section 2.1), or in any way which does not further the interests of the Club.

3.7 In the event of termination of membership, no refunds of either the ordinary membership subscription or any other fees incurred to the Club or affiliated parties by members will be offered or issued.

3.8 In the event of termination of membership, the person will no longer be able to:

- (A) Be an ordinary member of the Club; and
- (B) Become or remain a member of the Committee

3.9 Once the remainder of the academic year in which the termination of membership occurs and an additional two academic years have elapsed, the person will again be eligible to be an Ordinary Member of the Club, however, will not be eligible to be nominated for an Office Bearing position.

#### **Section 4: COMMITTEE**

4.1 The Club will be governed by the Executive Committee with assistance by non-executive members of the Committee as elected by Club members at the AGM of the previous academic year.

4.2 The Committee, led by the Executive Committee will function solely in pursuit of the Club Aims and Objectives as detailed in section 2.1.

4.3 No elected member of the Committee may hold more than one position at a time, with the exception of Cheerleading and Dance Program Directors. These roles may be filled by Executive Committee members in addition to their original titles.

4.4 External coaches employed under contract by UWACAD representing other organisations are not permitted under any circumstances to be elected to the committee due to conflict of interest.

4.5 To be a member of the Committee, a person must:

- (A) Be a member of UWA Cheer and Dance; and
- (B) Be on a team offered by the Club

#### ***Election of Committee Members***

4.6 Voting on all Committee and Executive positions will take place at the AGM under the direction of Guild policy.

4.7 At least seven (7) days before the AGM, the Secretary shall call for nominations for Executive Committee members and members of the Ordinary Committee. Nominations will close at the commencement of that meeting or earlier if stated in the notice.

4.8 If no nominations are received for a given position, the Executive Committee members will contact those nominated for contested positions or Ordinary Committee member positions to notify them of the vacancy.

4.9 Election shall be conducted by optional preferential ballot for each office in the order of hierarchy, beginning with the president.

4.10 A candidate defeated for one role may stand for any role lower on the list.

4.11 The following describes the hierarchy and voting order of the Executive and Non-Executive Committee members of the Club:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Marketing Officer
6. Merchandise Officer
7. Fundraising Officer/Fairy
8. OCMs

4.11.1 In the case that Team Captains or Fresher Representatives are elected to the Committee, they will be ranked below the other Committee roles in the following order as non-voting members:

1. Team Captains
2. Fresher Representatives

4.12 In the event that a committee member is ineffective in their voted role, as decided by unanimous decision of the Executive Committee, the Executive Committee may vote to assign them to an alternative committee role that is:

- (A) Currently vacant or
- (B) A new Committee role introduced that academic year

4.12.1 In the event that the Executive Committee creates a new Committee role for a Committee member that year, the position must be voted into creation at an SGM the following academic year if the new Executive Committee deems the position relevant.

4.12.2 Any newly created roles will be inserted into the Committee hierarchy between the Fundraising Officer/Fairy and OCM, and will not be able to be voted in in that academic year's AGM.

### ***The Executive Committee***

4.13 There will be four (4) Executive roles of the Committee: President, Vice President, Secretary and Treasurer. Their roles are as defined below:

1. *President*
  - a. Oversees all aspects of the running of the club
  - b. Acts as chairperson at all General Meetings of the Club, as well as at Committee and Executive Committee meetings
  - c. Liaises with the UWA Student Guild and other relevant organisations and bodies
  - d. Oversees all club events
2. *Vice President*
  - a. Assists the President in all duties
  - b. Performs any other duties deemed necessary by the Executive Committee
3. *Secretary*
  - a. Maintains Club correspondence
  - b. Calls all General Meetings of the Club as well as Committee and Executive Committee meetings
  - c. Takes detailed and organised minutes at all Committee and Executive Committee meetings, or arranges a suitable committee member to do so if they are to be absent
  - d. Shares minutes with the Committee no later than seven (7) days after the meeting has ended

#### 4. Treasurer

- a. Monitors club finances by keeping and adhering to an up-to-date budget
- b. Invoices members for necessary fees
- c. Applies for grants on behalf of the club

#### 4.14 Additional Roles

In any given academic year the president may choose to delegate additional portfolios to the already appointed executive members. Such portfolios include:

1. *Cheerleading Programme Director*
2. *Dance Programme Director*

##### 4.14.1 Cheerleading Program Director

The role includes the following:

- a. Giving input into decisions surrounding choreography, aesthetic choices, props, poms, etc; including the ability to suggest changes to choreography under the advisement of the Executive Committee and other coaches appointed by the Executive Committee
- b. Liaising and working with other cheer coaches, including external coaches
- c. Overseeing the smooth running and timetabling of all practices
- d. Creating opportunities for growth for cheer team(s)
- e. Maintaining a high level of professionalism at all times and ensuring the Club is represented in the best possible light
- f. Maintaining all correspondence with cheer-related contacts with help from members of the Executive Committee when required

##### 4.14.2 Dance Program Director

The role includes the following:

- a. Giving input into decisions surrounding choreography, costuming and other aesthetic choices, including the ability to suggest changes to choreography and patterning; under the advisement of the Executive Committee and other coaches appointed by the Executive Committee
- b. Liaising and working with other dance coaches, including external coaches
- c. Overseeing the smooth running and timetabling of all practices
- d. Creating opportunities for performance and growth for dance team(s)
- e. Maintaining a high level of professionalism in performance and ensuring the Club is represented in the best possible light
- f. Maintaining all correspondence with dance-related contacts

#### ***The Non-Executive Committee***

4.15 The Committee shall consist of:

1. The Executive Committee members; and
2. The Non-Executive Committee which consists of:
  - a. Marketing Officer;
  - b. Merchandise Officer
  - c. Fundraising Officer/Fairy; and
  - d. Up to four (4) ordinary committee members (OCMs) with non-specific roles

4.16 The default official title of the fundraising role will be 'Fundraising Officer'. This title is subject to optional review by the Executive Committee, at which time the title may be modified to 'Fundraising Fairy' following a successful majority vote. In the event of a tied vote by the Executive Committee, the Fundraising Officer's choice will decide the vote.

4.17 In the event that a particular role on the committee has a particularly high workload, or one that is too much to be managed by the committee member elected to that role on their

own, another individual may be appointed to help with the same role working alongside them. This must take place under the authority of the Executive Committee.

4.17.1 This “assistant” must be a member of the club and must not hold any other executive or non-executive committee title concurrently.

4.17.2 Members of the Executive Committee must not have “assistants” appointed in this way.

### ***Non-Voting Committee Members***

4.18 The Executive Committee may choose, if deemed appropriate, to appoint people to additional leadership positions within the club. These positions are:

1. Team Captain(s); and
2. Fresher Representative(s)

#### 4.18.1 Team Captains

4.18.1.1 In any given academic year, the Executive Committee may choose to appoint team captains.

4.18.1.2 These individuals will undertake the following tasks and accept the following responsibilities:

1. Maintain morale on the team;
2. Encourage positive attitudes and facilitate the development of a growth mindset in team members;
3. Act as an intermediary between athletes on their team and the full committee including the Executive Committee by speaking on team issues at committee meetings; and
4. Relay organisational information to the team on behalf of the committee

4.18.1.3 Appointment of team captains shall be at the discretion of the Executive Committee. The Executive Committee will award this privilege to a maximum of two (2) individuals per team who are:

1. Athletes on the team for which they are being promoted to captain; and
2. Athletes who have demonstrated leadership potential and a keen interest to be more involved in the Club

4.18.1.4 Appointment of Team Captains will not require a General Meeting

#### 4.18.2 Fresher Representatives

4.18.2.1 At the discretion of the Executive Committee, Fresher Representatives may be elected to a non-voting position on the committee

4.18.2.2 Fresher Representatives will be elected by a majority vote of the committee at a committee meeting in the first semester of the academic year

4.18.2.3 The secretary will provide notice of this opportunity a minimum of one week in advance of the meeting where the voting is to take place for freshmen to register their interest

4.18.2.4 The Fresher Representative role will include the following duties:

1. Maintaining morale and fostering a growth mindset among freshmen in the club
2. Voicing the opinions of first-year students on the committee
3. Wherever possible, aiming to further the interests of the club within their sphere of influence as student leaders in the club

4.18.2.5 To be eligible for the Fresher Representative role, students must be:

1. A member of the Club;
2. A member of a team offered by the club; and
3. A first-year student at UWA

4.18.2.6 If required, students running for this position must provide documentation to the satisfaction of the Executive Committee of their enrollment history to verify course progression as a first-year student of the university.

4.18.2.7 The Committee may elect up to two (2) fresher reps.

4.18.2.8 Election of Fresher Representative(s) will require a Committee meeting but not a General Meeting

4.19 Members appointed to these positions are invited to attend all Committee meetings and may offer input that is relevant to their sphere of leadership at these meetings.

4.20 These members may not vote on official committee decisions.

### ***Dismissal and Replacement of Committee Members***

4.21 The Committee may dismiss an elected Committee member where, in the opinion of members of the Executive Committee and Non-Executive Committee members present and voting, that the elected Committee member has:

1. Consistently failed adequately to discharge the duties of that position; OR
2. Been absent from three (3) consecutive Committee meetings without providing a reasonable explanation; and
3. Been given at least seven (7) days' notice of that Committee meeting; and
4. Been accorded the opportunity to be present and to speak at that committee meeting.

4.21.1 Dismissal of an elected Committee member will occur in the event that the above criteria are deemed to have been met by either:

1. Three quarters ( $\frac{3}{4}$ ) of the Committee; OR
2. Unanimous vote by the Executive Committee

4.22 At any time, a Committee member may choose to resign their position if they feel that they are unable to discharge the duties of their position adequately or have reason to believe they will not have the ability to adequately discharge their duties for any reason in the future.

4.22.1 Notice of resignation must be given in writing at least one week in advance at any Committee, Executive Committee or General Meeting.

4.23 In the event that a committee member resigns or ceases to hold office for any reason, the Executive Committee must fill the vacancy within two (2) weeks provided that at least one (1) suitable alternative is presented. If more than one (1) replacement is available, a majority vote will decide the replacement member.

4.23.1 If no suitable alternative steps forward within the two (2) week period, an existing member of the Committee may choose to temporarily take on the vacant role in addition to their normal duties, with assistance from the Executive Committee, under the understanding that the role shall cease to be their responsibility once a suitable alternative is appointed.

4.23.2 If no prior committee member steps forward to take on the role, the role will pass to the president until a suitable alternative is appointed.

4.23.3 A suitable alternative shall be anyone meeting the criteria stated in section 4.5.

4.24 Replacement of a Committee member who has ceased to hold office requires a Committee meeting but does not require a General Meeting.

## **Section 5: CLUB MEETINGS**

5.1 There are three types of meetings held by the Club:

1. General Meetings
  - a. Annual General Meetings (AGMs)
  - b. Special General Meetings (SGMs)
2. Executive Committee Meetings
3. Committee Meetings

### ***General Meetings***

5.2 The quorum of any General Meeting shall consist of ten (10) active ordinary members of the club.

5.3 The President will act as chairperson at all General Meetings, and in the president's absence, the Vice President will act as chair for the meeting. If both the president and vice president are absent, the chairperson will be decided on by a majority vote.

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

5.5 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 the disciplinary officer of the Guild.

5.6 The Secretary shall cause written notice of any General Meeting to be posted on the Guild notice boards, or in Guild mailing services, at least seven (7) days before the date appointed for that meeting, as well as directly notifying involved members.

5.7 After any General Meeting of the Club it is the role of the secretary to share any changes made to the club's constitution with the UWA Student Guild no later than seven (7) days after the proposed changes have been voted in and to notify any relevant parties if changes to the committee are made.

### ***Annual General Meeting (AGM)***

5.8 The Club shall hold one Annual General Meeting (AGM) per academic year.



5.9 The primary business of the AGM will be the election of the Committee for the following year, however, the AGM may also include a year recap and a discussion of the goals and plans for the Club for the following year, as well as any other necessary information or decisions.

### ***Special General Meeting (SGM)***

5.10 The Committee may call a Special General Meeting (SGM) of the Club at any time.

5.10.1 The Secretary shall forthwith call a Special Meeting upon receiving a written requisition from at least ten (10) ordinary members of the Club, and such a meeting shall be held no later than ten (10) days immediately following receipt of such a requisition.

5.10.2 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.

5.10.3 Any issue voted on in an SGM will be honoured, even if quorum is not attained, provided that there are no objections to the issue posed and appropriate notice of the SGM was provided.

5.11 Contested issues at General Meetings will be decided on by simple majority voting.

### ***Executive Committee Meetings***

5.12 Quorum for an Executive Committee meeting requires at least three (3) members of the Executive Committee to be present.

5.13 All issues considered by the Executive Committee will be passed by a majority rules vote.

5.13.1 In cases of a tied vote, the President's vote will carry.

### ***Committee Meetings***

5.14 The Club must hold a minimum of two (2) Committee meetings per semester.

5.15 Quorum for a Committee meeting requires at least two (2) members of the Executive Committee and two (2) non-executive, voting members of the committee to be present.

5.16 Notice of the Committee Meeting must be provided to members at least one (1) week before the date of the proposed meeting.

5.16.1 In the event that quorum is not likely to be met, the meeting may proceed but not in an official capacity.

## **Section 6: FINANCE**

6.1. The financial year of the Club shall be the period commencing on January 1 and ending on December 31 of that year

6.2. The Treasurer shall be responsible for the receipt of all monies paid to the Club and shall issue receipts for those monies in the name of the Club.

6.3. Any two members of the Executive Committee, alongside the Treasurer, may sign cheques and forms authorising the withdrawal or payment from the funds of the Club.

6.4. A payment may be made to a member out of the funds of the Club only if it is for the reimbursement of reasonable expenses properly incurred by the member on behalf of the Club and in the pursuit of its Aims and Objectives.

6.4.1 This reimbursement also extends to student coaches as payment for time spent coaching at the discretion of the Executive Committee.

## **Section 7: ALTERATIONS TO THE CONSTITUTION AND BYLAWS**

7.1 Any two (2) Ordinary Members of the Club may not less than three (3) 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.

7.2 The motion may then be considered by the Club at its next meeting and amendments that are relevant to the subject matter thereof may be moved without notice.

7.3 The motion of any amendment thereto shall not be adopted unless it receives a majority pass from the members present and voting.

7.4 The motion as adopted with any amendments shall come into force upon receiving the approval of the Societies Council.

## **Section 8: DISSOLUTION OF THE CLUB**

8.1 If upon the dissolution of the club any property of the club remains after satisfaction of the debts and liabilities of the club, that property shall be distributed to another association or club affiliated to the Societies Council which has similar objectives to those of the club, and which association shall be determined by resolution of the members.