

THE CDU TALLOIRES CHARTER

AS ADOPTED ON 22nd July 2009

Article I. PREAMBLE

We the members of Charles Darwin University Talloires,

Believing in the principles of social responsibility and civic engagement enshrined in the Talloires Declaration;

Unite to form the CDU campus based student group with the primary mission of

- **Being a permanent channel for CDU students to initiate and engage in community projects which complement their learning experience**

And to these ends, we shall endeavour to

- ❖ Undertake projects and activities to engage university students with community organisations and other relevant stakeholders in the community.
- ❖ Facilitate interdisciplinary networking amongst students and provide opportunities for inter-varsity networking
- ❖ Provide a platform for students to initiate and engage in civic projects, and act as a support base for students involved in such projects
- ❖ Promote a sense of civic pride among CDU students

Article II. MEMBERSHIP

Section 2.01 Membership of CDU Talloires shall be open to:

- (a)** Any student enrolled at either the Vocational Education or Higher Education sector at Charles Darwin University, and
- (b)** Shares an interest and belief in the aims and principles of CDU Talloires as prescribed in the Preamble to this Charter, and
- (c)** Has paid any membership fee as determined by the Executive Committee

Section 2.02 Duties and rights of members

- (a)** Members of CDU Talloires shall be expected to participate in and contribute to the activities and projects of the Group as according to their interests and availability
- (b)** Members shall have the right to address and vote at the CDU Talloires Annual General Meetings and stand elections for the CDU Talloires Executive Committee
- (c)** Members shall have the right to attend meetings of the CDU Talloires Executive Committee (but voting rights at such meetings shall be limited to the Committee Members), and provide input into the Group's activities and policies
- (d)** Members shall have the right to initiate projects and activities that further the aims and principles of CDU Talloires with approval from the Executive Committee, and are at liberty to form sub-committees and project teams for such purposes, with approval from the Executive Committee

Article III. The Executive Committee

Section 3.01 The governing authority of CDU Talloires shall be vested in the Executive Committee elected at the Annual General Meeting. The Committee shall comprise of:

(a) The Chair who shall be responsible for

- (i) Presiding at Executive Committee meetings
- (ii) Representing CDU Talloires to the University administration and other relevant internal and external bodies
- (iii) Co-ordinating other members of the Executive

(b) The Vice Chair who shall be responsible for all duties of the Chair in the Chair's absence

(c) The Secretary who shall be responsible for

- (i) Keeping an updated register of all members
- (ii) Recording and distributing the minutes of meetings to all members
- (iii) Organising meetings in conjunction with the Chair

(d) The Treasurer who shall be responsible for

- (i) Keeping and reporting the updated financial status of CDU Talloires
- (ii) All financial transactions relating to CDU Talloires

(e) The Public Relations Officer(s) who shall be responsible for

- (i) Promoting CDU Talloires and its events and activities
- (ii) Liaising with other relevant internal and external bodies as required, in collaboration with the Chair

(f) The International Relations Officer who shall be responsible for liaising with the Talloires Secretariat and Talloires student members in other institutions in Australia and abroad.

Section 3.02 The Executive Committee shall be at liberty to modify positions, the number of members holding a position and may co-opt additional members to the Executive by majority vote.

Article IV. The Annual General Meeting

Section 4.01 The Annual General Meeting (AGM) of CDU Talloires shall be held in the second semester, at least 2 weeks prior to the commencement of final exams

Section 4.02 Notice of the AGM shall be given to all members of CDU Talloires at least 14 days prior to the set date

Section 4.03 The agenda for the AGM shall include:

- (a) The Chair's Report
- (b) The Treasurer's Report
- (c) Elections for the Executive Committee

Section 4.04 Elections for the Executive Committee

- (a) The Elections shall be conducted by a Returning Officer nominated by the outgoing Executive Committee and approved by the AGM
- (b) Nominations for Executive Committee positions shall be give to the Secretary of CDU Talloires prior to the AGM
- (c) In the event that there is no nomination for a particular position, nominations shall be taken from the floor
- (d) Nominations shall be supported by a nominator and a seconder, who shall both be members of CDU Talloires
- (e) Where there is more than one nominee for a position, voting shall be conducted by secret ballot.
- (f) In the event of a secret ballot vote, the Returning Officer may, with approval by the AGM, appoint up to 2 assistants from the membership at the AGM who shall assist with the counting of votes
- (g) Each member present at the AGM shall have one vote
- (h) A member of CDU Talloires who is unable to attend the AGM may authorise another attending member to act as their proxy, and vote on their behalf
- (i) The elected Executive Committee shall takeover positions on the day after the last day of final exams in second semester.

Article V. Sub-Committees

Section 5.01 Sub-Committees may be formed by the Executive Committee to undertake projects or activities that further the aims of CDU Talloires

Section 5.02 Membership in such Sub-Committees shall be open to any member of CDU Talloires, including members of the Executive Committee

Section 5.03 Members of the Sub-Committees may elect a Chairperson or Project Team Leader, a Treasurer and any other position as appropriate for the efficient functioning of the Sub-Committee

Section 5.04 Sub-Committees shall have one elected representative who shall hold an Ex-Officio position in the Executive Committee and present regular reports on the progress of the Sub-Committee to the Executive Committee

Section 5.05 Sub-Committees may receive and hold funds under the CDU Talloires cost code which shall be expended only for the purposes of the Sub-Committee's activities

Section 5.06 Sub-Committees may be dissolved by the Executive Committee if one of the following criteria is satisfied:

- (a)** The Project Undertaken by the Committee ceases;
- (b)** The Sub-Committee fails to provide reports of its progress for a considerable period of time, and two-thirds of the Executive Committee is in favour of the dissolution;
- (c)** The members of the Sub-Committee request a dissolution in writing to the Executive Committee through its representative elected under section 5.04

Article VI. Amendments to the Charter

Section 6.01 This Charter shall be amended by a resolution passed by two-thirds' majority of those in attendance at a Special General Meeting convened by the Executive Committee

Section 6.02 Notice of such Special General Meeting shall be provided to all members of CDU Talloires at least 14 days prior to the set date