Student Group Name

Constitution

# Date

1. **Official Group Name:** Click or tap here to enter text.
2. **Group Objective/s** 
   1. Click or tap here to enter text.
   2. As an official affiliate of the Charles Darwin University (CDU) Student Groups, the group’s aim is to foster and encourage, within the University context, participation in pursuit of the above objective/s and associated activities.
3. **Membership** 
   1. Describe who can join e.g. “Membership is open to all students, alumni and staff members of Charles Darwin University who support the aims and objectives of the group.”
   2. The group will at all times maintain a membership body of at least ten (10) current Charles Darwin University students.
   3. All members must complete a membership form [[1]](#footnote-1)and pay a set membership fee [[2]](#footnote-2)of Click or tap here to enter text.
   4. Membership is valid for one calendar year; all members must renew their membership with the Group each calendar year.
   5. The rights of members who have not paid the membership fee by the date for payment are suspended until the membership fee is paid.
   6. The Group will maintain an up-to-date register (record) of Group members including name, student number and email, the date of admission to, and cessation of, membership of each member.
   7. The membership list may not be distributed to any third party other than CDU without the expressed written permission of individual members. Any person may request that their details are removed from the records at any time. Any member may request a copy of their information at any time.
4. **Executive Committee** 
   1. Election to the particular Office is by the Group at an Annual General Meeting from within the membership of the Group
   2. The Executive Committee shall number at least 4 members, 3 of which must be current students, and shall comprise of President, Vice President, Treasurer, and Secretary and other such offices as the Committee may determine necessary.
   3. The executive may include additional associate executive members who are not a student.
   4. Executive Committee members cannot hold the same position on more than one group’s Executive Committee.
   5. The Executive Committee may recommend to a General Meeting of group members that a membership fee be charged; such a membership fee may then be a prerequisite to group membership. Group membership can be free to all but where a fee is charged this must be clearly communicated to all.
   6. Committee meetings are to be held at such a time and place as decided from time to time by the Committee; but not less than twice per semester
   7. The quorum for committee meetings is to consist of at least ten (10) members or half the number of members, and include at least three (3) Executive Committee members
   8. Following their election at an Annual General Meeting, members of the Executive Committee shall hold office until the next Annual General Meeting. The Executive Committee has the power to fill any vacancy in the Offices of the Group which may occur between Annual General Meetings
   9. The Executive Committee members undertake to fulfil their duties to ensure the smooth running of the group.
   10. Where a group has made committee member role descriptions available as part of the election process, or committee members have, through some other process, agreed to meet requirements outlined in role descriptions, the committee has the power to remove a committee member from office if they are deemed to not be fulfilling their committee member duties. They must first give written warning with a period of not less than one month for the committee member to improve their fulfilment of duties. If the committee deems that the committee member in question is still not fulfilling their role duties, they must formally advise the committee member in writing that they are being removed from the role. Any disputes should be directed to the Student Group Support Office.
   11. The Committee generally is to have power to do all things necessary to the pursuance of the object of the Group - subject to the provisions of this Constitution, Student Groups Support Office Regulations and other regulations by which the University is bound
5. **General Meetings** 
   1. The Annual General Meeting is to be held each year, at which time Members of the Executive Committee are to be elected, and an Annual General Report and Financial Statement presented
   2. A Special General Meeting may be called by the President and Secretary in conference, or by a signed requisition by ten (10) Members setting out the purpose for the meeting so called
   3. Notice of all General Meetings is to be given to all members at least seven (7) days prior to the date of such meeting
   4. All General Meetings will meet the advertising requirements of affiliation with the Charles Darwin University as they stand at the time of the meeting.
   5. All General Meetings will be held during the first three (3) weeks of October.
   6. The Quorum for a General Meeting is to consist of at least ten (10) student members
   7. The President or (substitute) chairman of a meeting shall have casting vote as well as a deliberative vote
   8. Except as prescribed in clause 4.2 of this Constitution, decisions of an Executive Committee or General Meeting shall be by a majority of those present at the meeting
6. **Finances** 
   1. Cheques and cash withdrawals from the Group's bank account must be signed by two (2) of the following: President, Treasurer or Secretary
   2. Executive Committee members cannot be signatories on more than one group’s bank account.
   3. The Executive Committee will ensure efficient financial management, and if this group is to be wound up with debt, the Executive Committee is responsible for ensuring this debt is not attributed to CDU
   4. The Executive Committee has the responsibility to ensure ethical financial management, to conduct transactions as agreed on by the Executive Committee or as and without financial gain for any individual members
   5. In the event of this Group being disaffiliated by the CDU, all SSAF related funds held on the group's behalf in bank accounts revert to the SSAF Committee.
7. **Winding up**
   1. The Student Group Support Officer will, upon written application from the group’s committee, supervise the winding up of the club. Assets in the form of any capital equipment purchased using SSAF funding, and any remaining funds shall be surrendered to CDU. CDU will hold the assets for six months before disbursing them in order to give the group time to re-form.
   2. Where no written application for winding up is received but the group is inactive for more than 12 months, the Student Groups Support Officer will supervise winding up the club as detailed in 8.1. Written notification will be issued by the Student Groups Support Officer to the last known Executive Committee members before winding up procedures are commenced.
8. **Group activities**
   1. The group will hold at least two on-campus activities per year and be advertised as per the conditions of affiliation
   2. The group will abide by directions for regulations as advised by Student Groups Support Officer on behalf of the University, for example (but not limited to) distribution of marketing materials, service of alcohol, management of risk at events, etc.
9. **Committee commitment to constitution**

We undertake to manage this Group (as detailed in 1.0) in accordance with the requirements outlined in this Constitution and understand that the group and its members are bound by the Student Groups Support Office Regulations and CDU regulations, and that breaching these regulations may trigger CDU disciplinary processes.

Date:

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| --- | --- |
| **President** | |
| Name: | Signature: |
| **Vice-President** | |
| Name: | Signature: |
| **Secretary** | |
| Name: | Signature: |
| **Treasurer** | |
| Name: | Signature: |

1. **Constitution Interpretation** 
   1. The aforementioned group is bound by this constitution and all applicable Group, Club and Societies Regulations and CDU regulations.
   2. With reference to the group’s objective (clause 2.0) this Group may affiliate with such other bodies as it may deem fit
   3. If a dispute arises involving the interpretation of this Constitution or is outside the jurisdiction this Constitution, the matter is to be referred to the Student Groups Support Office or SSAF Committee, whose decision shall be final
   4. The Group Constitution may be amended by a vote of a General Meeting of the Club members, such amendments being subject to ratification by the Student Groups Support Office or SSAF Committee. Notice of Motion must be submitted at least five (5) Academic days prior to the General Meeting
   5. This Group is Affiliated with Charles Darwin University (CDU). The Group is bound by the provisions of the Student Groups Regulations, and wherever relevant, the CDU Regulations. Anything which conflicts with the Student Groups Regulations or the CDU regulations shall render this Constitution as null and void. In all matters not specifically dealt with herein, the CDU Regulations and Regulations of the Student Groups shall apply.
   6. For those groups which have additional constitutional documents, where any conflict arises with the Student Groups Regulations or the CDU regulations, the Student Groups Regulations override any additional constitutional documents.

1. Make sure you have an online application form and membership database [↑](#footnote-ref-1)
2. This can be $0 [↑](#footnote-ref-2)