**Clubs and Societies Model Constitution**

Updated August 2023

Part One – Preliminaries

1 Name

**1.1** The Club/Society shall be known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and may be abbreviated as \_\_\_\_\_\_\_\_\_.

2 Establishment

**2.1** The Club/Society shall be an affiliated body of the University of Queensland Union in the category of (Hobby and Interest; Faculty; International; Social Justice/Political; Religious; Performance; Postgrad; Gatton; Herston; or Other Campus).

**2.2** The Club/Society shall be overseen by the Clubs and Societies Department of the UQ Union, and answerable to the Clubs and Societies Committee.

**2.3** On any matter where these rules are silent, the Constitution, Regulations and Standing Orders of the University of Queensland Union shall provide guidance as to the correct operation of the Club/Society.

**2.4** In the event of a discrepancy between these rules and the University of Queensland Union’s Regulations, the latter shall prevail and the former, to the extent of the discrepancy shall have no effect.

**2.5** The Club/Society will adopt and follow the UQ Union Clubs and Societies Code of Conduct, or another Code of Conduct consistent with the model provided by the UQ Union.

**2.6** The Club/Society shall abide by all relevant State and Federal legislation, including but not limited to anti-discrimination legislation in all of its activities and procedures.

3 Aims and Objectives

**3.1** The aims of the Club/Society are:
a) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.2** The assets and income of the Club/Society shall be applied solely to further its aims and objectives and no portion shall be distributed directly or indirectly to the members of the Club/Society except as genuine compensation for services rendered or expenses incurred on behalf of the Club/Society.

**3.3** The Club/Society shall not adopt aims or objectives, which would bring it under the jurisdiction of the University of Queensland Sports Association (UQ Sport).

Part Two – Membership

4 Aims and Objectives

**4.1** Membership of the Club/Society shall be open to:
a) Any student at the University of Queensland;
b) Any University of Queensland Staff Member; or

c) Any other members of the University or wider community interested in the Club/Society’s activities.

**4.2** The Club/Society shall not have less than;
a) thirty (30) financial members in the case of a St Lucia club; or
b) ten (10) financial members in the case of a Gatton, Herston, or Other Campus club.

**4.3** 70% of the Club/Society’s membership must be students at the University of Queensland.

**4.4** The Club/Society’s Secretary and Management Committee shall be responsible for the maintenance of a membership register.

5 Membership Fees

**5.1** The membership fees for the club or society shall be such sum, as the members shall from time to time at any general meeting determine but shall not be less than two (2) dollars per member per annum.

**5.2** The membership fee shall be payable upon joining the Club/Society.

6 Termination of Membership

**6.1** A member may resign from the Club/Society at any time by giving notice in writing to the secretary.

**6.2** Such resignation shall take effect;
a) at the time such notice is received by the secretary; or
b) at a later date as specified in the notice of resignation.

**6.3** If a member;
a) fails to comply with the provisions of these rules; or

 b) has membership fees in arrears; or

c) conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Club/Society; or

 d) is in violation of the Club/Society’s Code of Conduct;

then the executive committee shall give consideration to the termination of the person’s membership.

**6.4** The member concerned shall be given a full and fair opportunity to present their case to the committee.

**6.5** Termination of a person’s membership must be agreed to by no less than seventy-five percent (75%) of the Executive Committee.

**6.6** If the Executive Committee resolves to terminate a person’s membership it shall instruct the secretary to advise the member in writing accordingly.

7 Register of Members

**7.1** The Management Committee shall maintain a register of the members of the Club/Society in which, shall be entered, the names, student numbers, email addresses and telephone numbers of all persons admitted to the membership of the Club/Society.

**7.2** Particulars shall also be entered into the register of resignations, terminations and reinstatement of membership, and any further particulars as the executive committee or the members at any general meeting may require from time to time.

**7.3** The Secretary shall be responsible for the maintenance of the register.

**7.4** The Secretary and Management Committee shall not distribute or make available the particulars of any person’s membership to anyone outside of the Club/Society’s executive committee or an authorised person of the University of Queensland Union.

**7.5** The register of members’ names shall be open for inspection by any member of the Club/Society who previously applies to the secretary for such an inspection.

Part Three – Management and Executive Committee

8 Membership of the Management Committee

**8.1** The membership of the management committee shall consist of;a)A President;b)A Secretary;c)A Treasurer;

d)A Vice President, should the Club/Society determine at an Annual General Meeting to appoint a Vice President to the committee.

**8.2** All the aforestated office bearers shall be:

a)Members of the Club/Society at or before the time the notice of the general meeting is issued; and

b)Students of the University of Queensland.

**8.3** Membership of the Management Committee shall not be restricted other than required by section 8.2.

**8.4** At the Annual General Meeting of the Club/Society, all the members of the management committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.

9 Membership of the Executive Committee

**9.1** The membership of the Executive Committee shall consist of;

 a) All members of the Management Committee; and

b) such number of other members as the members of the Club/Society may at any general meeting resolve to elect.

**9.2** All the aforestated office bearers shall be members of the Club/Society at or before the time the notice of the general meeting is issued.

**9.3** Membership shall not be restricted other than required by section 9.2

**9.4** At the Annual General Meeting of the Club/Society, all the members of the Executive Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election

10 Election of Members of the Management and Executive Committees

**10.1** The election of the members of the Committees shall take place in the following manner:

a) Any two (2) members of the Club/Society shall be at liberty to nominate any other eligible member to serve on the Executive Committee, provided

 a) they;

 i) are full financial members of the Club/Society;

ii) were a full financial member at the time of the secretary issuing notice for the general meeting; and

 iii) are not in any other way barred from voting in meetings of the society.

b) In addition to 10.1 a), candidates for a position on the Management Committee must be students at the University of Queensland;

c) The nomination shall take the form as prescribed by the Club/Societies Executive Committee at the most recent ordinary meeting prior to the notice of the General Meeting, and contain:

i) The name of the candidate; and

ii) The position which the member is a candidate for; and

iii) The proposer of the nomination; and

iv) The seconder of the nomination.

d) The nomination shall be lodged with the Secretary prior to the meeting.

e) A list of the candidates’ names in alphabetical order, with the proposers’ and seconders’ names, shall be distributed to all members at the commencement of the Annual General Meeting.

f) If required, balloting lists shall be prepared containing the names of the candidates in alphabetical order, and each member shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.

g) At the commencement of such a general meeting, nominations may be taken from the floor.

h) At the commencement of such a meeting a returning officer shall be elected from among the members of the Club/Society or observers present to administer the elections, who shall not;

 i) Be a candidate for a election; or

 ii) Be the proposer or seconder of a nomination.

i) The method of voting shall be determined by the returning officer, however any member present may request a secret ballot be conducted.

j) In the case of a multi-member vacancy optional preferential voting shall be used to determine the election as prescribed by the Electoral Commission of Queensland.

k) Any informality or irregularity in the elections must be brought to the attention of the University of Queensland Union Clubs and Societies Committee, either by contacting the Clubs and Societies Administration Officer or the University of Queensland Union Vice President (Campus Culture), within fourteen (14) days of the elections.

11 Resignation or Removal of Members of the Executive Committee

**11.1** Any member of the executive committee may resign from the membership of the committee at any time by giving notice in writing to the secretary, or if the member is the secretary, the president.

**11.2** Such resignation shall take effect;
a) at the time such notice is received by the secretary; or
b) at a later date as specified in the notice of resignation.

**11.3** A member of the executive committee may be removed from the committee at a general meeting of the Club/Society’s members where the member concerned shall be given the opportunity to fully and fairly present their case.

**11.4** The question of removal shall be determined by a vote of two thirds (⅔) majority of the members present at the meeting and must be endorsed by the University of Queensland Clubs and Societies Committee.

**11.5** There is no right of appeal against a member’s removal from office under this section.

12 Vacancies on the Management and Executive Committee

**12.1** The remaining members of the Executive Committee shall have power at any time to appoint any member of the Club/Society to fill any casual vacancy on the Executive Committee.

**12.2** Should the remaining members of the executive committee be less than the quorum required for a meeting of the executive committee, the committee may only act so as to increase the number of members of the committee to achieve a quorum or in the capacity of summoning a general meeting.

**12.3** If the casual vacancy occurs for a member of the Management Committee, the secretary, or if the position of secretary is vacant the President, shall issue notice of a general meeting of the society within 14 days of the vacancy occurring, with the meeting occurring no more than 30 days after the vacancy occurred.

13 Functions of the Management and Executive Committees

**13.1** Except as otherwise provided by these rules and subject to resolutions of the members of the Club/Society carried at any general meeting, the management committee:

 a) Shall have the ability to authorise the distribution of funds totalling less than one hundred (100) dollars;

 b) Shall be responsible for the maintenance of the register of members of the Club/Society;

 c) Shall be ultimately responsible for decisions relating to potential liability;

d) Shall be responsible for the maintenance of the register of members of the club/Society; and

e) Shall be responsible for the day to day operations of the Club/Society.

**13.2** Except as otherwise provided by these rules and subject to resolutions of the members of the Club/Society carried at any general meeting, the executive committee:

 a) Shall have oversight of the management committee in their undertakings;

b) Shall have general control over the administration of the affairs and funds of the Club/Society;

c) Shall have authority to interpret the meaning of these rules and any matter relating to the Club/Society on which these rules are silent, subject to the Constitution, Regulations and Standing Orders of the University of Queensland Union; and

d) Shall take full responsibility for publications made by the Club/Society or by its members, subject to approval by the University of Queensland Union Vice President (Campus Culture).

**13.3** The executive committee may exercise all powers of the Club/Society:

 a) to raise or secure the payment of money in such manner as the members of the Club/Society may think fit and secure the payment or performance of any debt, liability or other engagement incurred or to be entered into by the Club/Society in anyway;

 b) to enter into any contracts or agreements with third parties.

i) such contracts or agreements will be signed on behalf of the society by the President or Secretary subject to approval by the executive committee;

14 Meetings of the Executive Committee (Ordinary Meetings)

**14.1** The executive committee shall meet at least once every two (2) calendar months to exercise its functions.

**14.2** Meetings of the committee shall be called by the secretary with seven (7) days notice.

**14.3** The secretary and/or their nominee for the meeting must keep an accurate record of resolutions passed at all executive committee meetings.

**14.4** A special meeting of the committee shall be convened by the secretary on the requisition in writing signed by not less than one-third (⅓) of the members of the executive committee, the requisition must clearly state the reasons why such special meeting is being convened and the nature of the business ot be transacted thereat.

**14.5** At every meeting of the executive committee a simple majority of 50% of members appointed or elected to the committee at the last general meeting of the members, shall constitute a quorum.

**14.6** Subject as previously provided in this section, the executive committee may meet together and regulate its proceedings as it thinks fit.

**14.7** However questions, arising at any meeting of the executive committee shall be decided by a majority of the votes and, in the case of a tie, the question shall be deemed to be decided in the negative.

**14.8** A member of the executive committee shall not vote in respect to any matter in which the member is financially interested, or any matter arising thereout, and if the member does so vote the member’s vote shall not be counted.

**14.9** Not less than fourteen (14) days notice shall be given by the secretary to the members of the executive committee of any special meeting of the executive committee.

**14.10** Such notice shall clearly state the nature of the business to be transacted thereat.

**14.11** The president shall preside as chairperson at every meeting of the executive committee, or if there is no president, or if at any meeting the president is not present within fifteen (15) minutes after the appointed time for holding the meeting, the vice-president (or secretary if the Club/Society has no vice-president) shall be chairperson, or if the vice-president is not present at the meeting then the members may choose one (1) of their number to be chairperson of the meeting.

**14.12** If within thirty (30) minutes from the time appointed for the commencement of the executive committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the management committee, shall lapse.

**14.13** In any other case it shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the executive committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

**14.14** In the event of the executive committee failing to meet quorum for 3 meetings in a row, the management committee shall resolve to call a general meeting of the Club/Society’s members to transact any business required.

**14.15** At the first meeting of the executive committee, the committee shall agree upon methods of communication between members, and standards for notice of meetings.

15 Delegation of Powers of the Executive Committee

**15.1** The executive committee may delegate any of its powers to a subcommittee consisting of such members of the Club/Society as the executive committee thinks fit.

**15.2** Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the executive committee.

**15.3** A subcommittee may elect a chairperson of its meetings.

**15.4** If no such chairperson is elected, or if at any meeting the chairperson is not present within fifteen (15) minutes of the time appointed for holding the meeting, the members present may choose one (1) of their number to be chairperson for the meeting.

**15.5** A subcommittee may meet and adjourn, as it thinks proper.

**15.6** Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of a tie, the question shall be deemed to be decided in the negative.

**15.7** Decisions made by the subcommittee may be overruled by a simple majority vote of members at an executive committee meeting.

16 Resolutions of the Management or Executive Committee Without Meeting

**16.1** A flying minute signed by all the members of the management or executive committees shall be as valid and effectual as if it had been passed at a meeting of the committee duly convened and held.

**16.2** Any such resolution may consist of several documents in like form, each signed by one (1) or more members of the committee.

**16.3** At the next meeting of the Club/Society’s Management or Executive Committee, the flying minute shall be confirmed and the content of the minute included within the minutes of that meeting.

Part Four: General Meetings

17 First Annual General Meeting

**17.1** The first annual general meeting must be held within twelve (12) months after the day the Club/Society is fully affiliated with the University of Queensland Union.

18 Subsequent Annual General Meetings

**18.1** Each subsequent annual general meeting must be held:

 a) at least once each year; and

 b) within three (3) months after the end of the Club/Society’s previous financial year.

**18.2** The annual general meeting will be held in the month of \_\_\_\_\_\_\_ (recommended October) each year.

19 Business to be Transacted at Annual General Meeting

**19.1** The following business must be transacted at every annual general meeting:

a) The receiving of the statement of income and expenditure, assets and liabilities for the last financial year prepared by the treasurer;

b) The receiving of reports from the president and the secretary, and any other members of the executive committee the meeting resolves to receive reports from;

c) The receiving of the auditor’s report on the financial affairs of the Club/Society for the last financial year, if applicable;

 d) the presenting of the audited statement to the meeting for adoption;

 e) the election of members of the management and executive committees; and

f) the appointment of an auditor who shall be the nominee of the Union for Clubs/Societies or an independent auditor who must be a member of the Institute of Chartered Accountants in Australia or the Australian Association of Accountants or a successor to either of these bodies.

**19.2** The minutes of the annual general meeting, and all other required documents, shall be submitted to the Clubs and Societies Administration Officer within seven (7) days of the annual general meeting.

**19.3** Where there is a tied vote, the issue will be deemed to have been resolved in the negative.

20 Special General Meeting

**20.1** The secretary shall convene a special general meeting by sending out notice of the meeting within fourteen (14) days of:

 a) being directed to do so by the executive committee

b) being given a requisition in writing signed by not less than one-third (⅓) of the members presently on the executive committee or from ordinary members not less than double the number of members presently on the executive committee plus one (1)

c) being given a notice in writing of an intention to appeal against the decision of the management committee to reject an application for membership or to terminate the membership of any person.

**20.2** A requisition mentioned in subsection 20.1b shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

21 Quorum at any General Meeting

21.1 At any general meeting the quorum shall be the lesser of:

 a) 15% of the membership plus one (1), rounded up to the nearest whole number; or

 b) the larger of:

i) Double the number of members elected to the executive committee at the previous general meeting, plus one (1); or

 ii) 30 members

22 Notice of General Meeting

**22.1** The secretary shall convene any General Meeting of the Club/Society by giving not less than fourteen (14) days notice of any such meeting to all the members of the Club/Society.

**22.2** The manner by which such notice shall be given shall be;

a) determined by the members of the Club or Society at the most recent General Meeting; or

b) If there has been no resolution by the members, notice of the meeting should be distributed via email.

**22.3** Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

**22.4** Notice must be sent to all members of the club or society subject to the particulars entered into the register of members.

23 Procedure at a General Meeting

**23.1** Unless otherwise provided by these rules, at every general meeting:

a) The president shall preside as chairperson at every meeting of the clubs members, or if there is no president, or if at any meeting the president is not present within fifteen (15) minutes after the appointed time for holding the meeting, the vice-president (or secretary if the Club/Society has no vice-president) shall be chairperson, or if the vice-president is not present at the meeting then the members may choose one (1) of their number to preside as chairperson for the meeting;

b) the chairperson shall maintain order and conduct the meeting in a proper and orderly manner;

c) every question, matter or resolution shall be decided by a majority of votes of the members present; and

 d) every resolution must be minuted.

24 Voting Rights at a General Meeting

**24.1** All financial members of the Club/Society shall be entitled to vote on all questions, matters, and resolutions, and in the election of members to the executive or management committees, provided:

a) They are a financial member at or before the time notice of the meeting is issued by the secretary

b) They are not financially interested in the content of the question, matter, or resolution

 c) They are not barred from voting under any other section of these rules.

25 Voting by Proxy

**25.1** At any time a member of the Club/Society may be absent from a general meeting and proxy their voting rights to another member:

**25.2** The proxy must take the form of:

a) a University of Queensland Schedule 2 Proxy form; or

b) another way acceptable to the secretary.

**25.3** The method for nomination of a proxy shall be included in the notice of any general meeting.

**25.4** No member may hold more than 2 votes (including their own) at any time during a meeting of the Club/Society.

**25.5** The proxy may:

 a) be general; or

 b) be limited to a particular resolution or resolutions; or

 c) direct the proxy holder on the exercise of the vote on any resolution.

**25.6** A proxy may not be altered in any way once signed.

**25.7** A proxy may only be exercised upon distribution by the Chair.

**25.8** If there is evidence to suggest that a proxy has been obtained by fraud, bribery or intimidation the Chair can rule the proxy invalid. The ruling may be dissented from, but the person who is eligible to receive the proxy is not eligible to participate in that vote.

**25.9** A proxy may not be exercised while the member is present at the meeting.

**25.10** This section only applies to general meetings of the society and cannot be used at management or executive committee meetings.

**25.11** Proxy votes do not contribute to quorum at any General Meeting.

Part Five: Financial

26 Funds and Accounts

**26.1** The funds of the Club/Society must be kept in the name of the Club/Society at the branch of the Commonwealth Bank prescribed by the Clubs and Societies Committee. The Club/Society shall operate one (1) account only. Exceptions to this can only occur with the specific approval of the Clubs and Societies Committee.

**26.2** Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Club/Society and the particulars usually shown in books of a like nature.

**26.3** All monies shall be deposited in total as soon as practicable after receipt thereof.

**26.4** All amounts shall be paid by:

a) cheque signed by any two (2) members of the Management Committee, or any other member authorised from time to time by the management committee, and/or the Clubs and Societies Manager; or

b) by bank transfer authorised by any two (2) members of the Management Committee, or any other member authorised from time to time by the management committee, and/or the Clubs and Societies Manager.

**26.5** Cheques shall be crossed “not negotiable”.

**26.6** The executive committee shall determine the amount of petty cash to be kept.

**26.7** All expenditure shall be approved and ratified:

a) In the case of expenditure of one hundred (100) dollars or less by the management committee; or

b) In the case of expenditure of more than one hundred (100) dollars by a meeting of the executive committee.

**26.8** As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing the particulars of:

 a) the income and expenditure for the financial year just ended; and

 b) the assets and liabilities at the close of that year.

**26.9** The accounts of the Club/Society must be audited one (1) month prior to the annual general meeting, if required under the Regulations of the University of Queensland Union

**26.10** The auditor must examine the statement prepared by the treasurer and present a report on it to the secretary before the next annual general meeting following the financial year for which the audit was made.

**26.11** The income and property of the Club/Society must be used solely in promoting the Club/Society’s objectives and exercising the Club/Society’s powers.

27 Financial Year

**27.1** The Financial Year of the Club/Society shall close on the 31st of August in each year.

Part Six: General

28 Application for Leave to Attend a Meeting with the use of Technology

**28.1** At any time a member of Club/Society may make an application for leave to attend an executive committee meeting of the society with the use of technology to the secretary.

**28.2** The secretary may either grant or refuse the application.

**28.3** The secretary must only grant the application if:

a) it allows the member to clearly and simultaneously communicate with other members; and

 b) It is appropriate to grant the application in the opinion of the secretary.

**28.4** If the application is granted, a member who participates in the meeting using that technology is deemed to be physically present at the meeting and may:

 a) count towards quorum; and

b) vote on any question put to the meeting, subject to rules previously outlined in this constitution.

29 Use of Technology to Attend a General or Annual General Meeting of the Club/Society

**29.1** At any general or annual general meeting of the club members, the executive committee shall, in a matter they deem appropriate, provide members with access to the meeting through the use of technology.

**29.2** The technology must allow the members to clearly and simultaneously communicate with other members.

**29.3** A member who participates in the meeting using that technology is deemed to be physically present at the meeting and may:

 a) count towards quorum;

 b) vote on a question put to the meeting;

c) In the case of a secret ballot provisions should be made by the chairperson of the meeting or the returning officer to securely and accurately record the votes of any person attending through the use of technology.

30 Alteration of Rules

**30.1** These rules may be amended, repealed, or added to by a special resolution carried at a general meeting of the club

**30.2** The management committee is authorised to make amendments to these rules for the purpose of correcting spelling or grammatical errors, providing that the intent of the rule is maintained.

**30.3** Amendments made under section 30.2 may be appealed to any general meeting of the Club or Society, or brought to the attention of the Clubs and Societies Department of the University of Queensland Union.

**30.3** All changes to these rules must be registered with the Clubs and Societies Department of the University of Queensland Union by the President and Secretary of the club.

**30.4** Rules may be amended by the passing of a special motion at any General Meeting of the club/society’s members

a) A special motion is deemed to have passed at a meeting if:

i) of the entitled members of the club who vote in person, by technology, or by proxy at a meeting, not less than three quarters (¾) voted in favour of the resolution

ii) any additional requirements of the constitution relating to the passage of a special motion have been met,

b) A resolution under this section is not considered to have been passed unless not less than fourteen (14) days notice has been given in accordance with these rules to all of the entitled members of the Club specifying the intention to propose the resolution as a special resolution.

c) At any meeting the chairperson shall have the discretion to declare the resolution to have been carried or to have failed by a show of hands, however any member is entitled to request that balloting be undertaken.

d) In this section “entitled member” refers to members entitled to vote under section 24 of this constitution.

31 Dissolution Clause

**31.1** In the event of the Club/Society being dissolved, all assets that remain after such a dissolution and the satisfaction of all debts and liabilities shall be transferred to the University of Queensland Union, where the Clubs and Societies Committee will endorse transfer to another organisation with similar aims and objectives, which has rules prohibiting the distribution of its assets and income to its members.

32 Documents

**32.1** The executive committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club/Society.

Part Seven: Definitions

**“The Committee”** Refers to the executive committee

**“The Executive Committee”** Refers to all members elected or appointed to the executive committee

**“The Management Committee”** Refers to the President, Secretary, Treasurer, Vice President and any other member elected or appointed to the Management Committee.

**“The Club/Society”** Refers to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**“University”** Unless otherwise stated refers to the University of Queensland

**“UQU or UQ Union”** Refers to the University of Queensland Union

Part Eight: Enactment

This constitution is enacted on this \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_.

President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_.

Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_.

Treasurer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_.

Vice President

Appendices

Appendix I: Amendments