

CONSTITUTION OF ST ANDREW'S COLLEGE STUDENTS' CLUB

This Constitution became effective on January 1, 1955, replacing the previous Constitution of the St Andrew's College Students' Club. It was drafted by the following Committee:

Mr Justice Le Gay Brereton	T.B. Cartmill
Dr J.G. Stephens	N.C. Campbell
Dr R.B. Wiles	

and was adopted at a General Meeting of the St Andrew's College Students' Club held on September 30, 1954 under H.J. Solomon.

This Constitution was substantially revised under P.S. Cameron in 1974, A.J. Taylor in 1989, D. O'Connell in 1999, J.R. Enkelmann in 2002, C. Rogers in 2003 and T.M. Drayton in 2011.

The current form of the constitution was revised under L.B.O. Williams in 2013 and was adopted at the Annual General Meeting of the St Andrew's College Students' Club held on 5 March 2013.

1. INTERPRETATION

- (1) Unless the context shall otherwise require:

The Club shall mean St Andrew's College Students' Club.

The College shall mean St Andrew's College within the University of Sydney.

Meeting shall mean a General Meeting of the Club.

Member shall mean a member of the Club as defined by Clause three (3) hereof.

House Committee shall mean the elected office bearers of the Club.

Executive shall mean the Senior Student, Honorary Secretary and Honorary Treasurer of the Club.

The Senior Student shall mean the Senior Student of the Club.

The Honorary Secretary shall mean the Honorary Secretary of the Club.

The Honorary Treasurer shall mean the Honorary Treasurer of the Club.

Senior Members shall mean all members other than a "fresher" as defined by Clause twenty-six (26) hereof.

Blue shall mean the privilege of wearing the pale blue blazer with the College Crest on the pocket, the design and style of which to be as specified from time to time by the House Committee.

fresher shall mean those members defined by Clause twenty-six (26) hereof.

- (2) Any dispute over the interpretation of the provisions of this Constitution shall be resolved by the next General Meeting of the Club.

2. OBJECTS

- (1) The objects of the St Andrew's College Students' Club shall be to promote and control all sporting, social, cultural and academic activities of the College and generally to exercise, administer and control all activities of common concern to its members other than those activities recognised as being expressly reserved to the St Andrew's College Council, the Principal, the Vice-Principal, and members of the Senior Common Room.
- (2) The Club shall distribute neither capital nor income to members.

3. MEMBERSHIP

- (1) The Members of the Club shall be all those student residents of the College who:
 - (a) have accepted an invitation to become a Member of the Junior Common Room of the College;
 - (b) have paid the appropriate monies for subscription to the Club (unless they have been exempted under another clause of this Constitution); and
 - (c) have not accepted an invitation to become a member of the Senior Common Room of the College.
- (2) Members of the Club may elect persons to the status of 'Honorary Life Member' by a majority vote at a General Meeting. Such membership shall confer all non-voting privileges of membership of the Club.
- (3) The House Committee may also elect persons to the status of 'Honorary Member' on an annual basis. Such membership shall confer all non-voting privileges of membership of the Club.
- (4) Members of the Senior Common Room, or any other persons as determined from time to time by the House Committee, may be extended an invitation by the House Committee to accept Associate Membership of the Club. Such associate membership shall confer all non-voting privileges of membership of the Club excluding eligibility for election to the House Committee. A subscription fee shall apply to associate members, as determined by the House Committee from time

to time, but it shall be less than that fee applied to members so defined under section 3.1.

4. PATRON, PRESIDENT AND VICE PRESIDENTS

- (1) The honorary office bearers of the Club shall include:
 - (a) The Patron
 - (b) The President
 - (c) A number of Vice Presidents, as determined from time to time by the House Committee
- (2) Those elected to the positions of Patron and Vice President shall enjoy all non-voting privileges of membership of the Club.

5. QUALIFICATION OF THE HOUSE COMMITTEE

- (1) The House Committee shall consist of:
 - (a) The Senior Student
 - (b) The Honorary Secretary
 - (c) The Honorary Treasurer
 - (d) The Honorary Assistant Treasurer
 - (e) Two (2) members (one male, one female) who shall be the Intercol Representatives
 - (f) Two (2) members (one male, one female) who shall be the Sporting Representatives
 - (g) The Social Representative
 - (h) The Cultural Representative
 - (i) Two (2) members (one male, one female) who shall be elected the fresher representatives
 - (j) The Alumni Liaison Officer
- (2) The President of the Club shall be the Senior Student.
- (3) Any Person shall be qualified to hold the positions of Patron or Vice-President, whether or not he/she is a member of the Club.
- (4) No person shall be eligible to be elected as Senior Student unless he/she be a member in at least his/her fourth semester of membership of the Club.
- (5) No person shall be eligible to be elected as Honorary Secretary unless he/she be a member in at least his/her fourth semester of membership of the Club.
- (6) No person shall be eligible to be elected as Honorary Treasurer unless he/she be a member in at least his/her second semester of membership of the Club.
- (7) Any member shall be eligible to be elected as Honorary Assistant Treasurer.

- (8) Only members in at least their second semester of membership shall be eligible to be elected as Intercol Representatives
- (9) Only members in at least their second semester of membership shall be eligible to be elected as Sporting Representatives
- (10) Only members in at least their second semester of membership shall be eligible to be elected as the Social Representative
- (11) Only members in at least their second semester of membership shall be eligible to be elected as the Cultural Representative
- (12) Only members in at least their second semester of membership shall be eligible to be elected as the Alumni Liaison Officer.
- (13) In the event that a year group that has more than ten (10) members remains unrepresented by anyone from that year on the House Committee, a position shall be made available for one (1) representative from that year to be elected to the House Committee by the members of that year group. The voting for this position shall be conducted in accordance with Clause six (6) hereof.

6. VOTING FOR OFFICE BEARERS

- (1) The House Committee shall be elected as follows:
 - (a) Elections shall be held in the last three weeks of second semester, to elect Representatives for the following year.
 - (b) Pending the election of the first year representatives, the House Committee shall at its first meeting appoint two (2) male and two (2) female freshers, who shall be designated “interim fresher representatives”, and who shall act in the capacity of the first year representatives.
 - (c) The election of the first year representatives shall take place at a special meeting of freshers held as early as possible after the mid-semester break in the first semester.
- (2) All members are entitled to vote in the election of the House Committee.
- (3) House Committee shall be elected in following order.
 - (a) President; who shall be the Senior Student
 - (b) Honorary Secretary
 - (c) Honorary Treasurer
 - (d) Honorary Assistant Treasurer
 - (e) Intercol Representatives
 - (f) Sporting Representatives
 - (g) Social Representative
 - (h) Cultural Representative
 - (i) Alumni Liaison Officer

- (j) Year Representative, if required as per Clause five (5) sub-clause twelve (12).
- (4) Nominations for the positions above, duly seconded, shall be received by the Honorary Secretary one (1) week prior to the date of election, after which time no more nominations will be received.
- (5) The mode of election of Office Bearers shall be as follows:
 - (a) Voting for the positions of Patron and Vice President shall be by a show of hands.
 - (b) The positions identified in Clause five (5) sub-clause one (1) shall be elected by written preferential secret ballot.
 - (c) The results of the elections shall be determined by two (2) returning officers appointed by the Chair of the General Meeting.
 - (d) In the event of an equality of votes at any stage in a count, it should be resolved by a casting vote by the Chair.

7. CLUB MEETINGS

- (1) General Meetings
 - (a) No one other than a member of the Club or an office bearer shall be entitled to attend any General Meeting unless at the express invitation of the House Committee.
 - (b) An Annual General Meeting of the Club shall be held as early as practicable in the first semester of each year for the purpose of receiving annual reports of the Club, the outstanding elections of any office bearers for the ensuing year and for the transaction of such other business as may be properly brought forward.
 - (c) Aside from the Annual General Meeting, the Club shall have three (3) Ordinary General Meetings, to be held, unless otherwise resolved by the House Committee, respectively as follows:
 - (i) within the first three (3) weeks of first semester to discuss budget considerations for the ensuing year and to transact any other business as may be properly raised;
 - (ii) within the first two (2) weeks of second semester to transact any business as may be properly brought forward at that meeting; and
 - (iii) within the last three (3) weeks of second semester to conduct elections for the following year and to transact any business as may be properly brought forward at that meeting.
- (2) Special General Meetings

- (a) A Special General Meeting of the Club shall be held whenever the House Committee shall direct; or
 - (b) on receipt by the Honorary Secretary or by a member of the House Committee of a written requisition signed by at least ten (10) members. In the latter case, the object of calling such a meeting shall be specifically stated in the requisition. Such meetings shall be held within fourteen (14) days after receipt of such requisition. Should any other business arise at such meeting, it may be resolved that it be dealt with thereat.
- (3) Convening General Meetings
- (a) The Honorary Secretary or their representative shall give seven (7) days notice of the intention to hold a General Meeting.
 - (b) In cases of the most extreme urgency, the Senior Student or Honorary Secretary may call such a meeting at shorter notice.
- (4) Chair
- (a) At any General Meeting, the Senior Student shall preside, unless he/she is absent in which case the chair shall pass to the Honorary Secretary, unless he/she is absent when it shall pass to the Honorary Treasurer unless he/she is absent, in which case the meeting shall elect a chair.
- (5) Quorum
- (a) A General Meeting shall lapse unless a quorum be present within one hour of the time of which the meeting has been called.
 - (b) A quorum shall consist of forty percent (40%) of the total Club membership eligible to vote.
- (6) Voting at General Meetings
- (a) At any General Meeting before the mid-semester break of second semester, only senior members shall vote and (except as hereinbefore provided for the election of office bearers) each member shall be entitled to one (1) vote, provided that the Senior Members present may resolve that freshers may vote on any matter. The Chair shall exercise a deliberative vote and, in the case of an equality of votes, a casting vote.
 - (b) All motions shall be determined in the first place by the voices, provided that the Chair may at his/her discretion, or on verbal demand by not fewer than five (5) members, call for a show of hands, or a ballot, whether in substitution for or subsequent to a poll on the voices.
 - (c) The Chair shall have unlimited authority on any point of order.

8. VACANCIES OF OFFICE

- (1) Every office bearer shall hold office for the duration of the calendar year for which he/she is elected unless in the meantime he/she resign or the Club at a General Meeting resolve that his/her office be vacated, provided that, in the case of the fresher or year representatives, such resolution shall be proposed and seconded by persons who are members of this year.
- (2) Should any office be vacated through any reason whatsoever (other than by effluxion of time) the office shall be filled at the next General Meeting. In the interim, a member eligible for election to said position may be appointed by the House Committee to fill this position.

9. CLUB MANAGEMENT GENERALLY

- (1) The management of the Club and of all its activities shall be vested in the House Committee and in such Sub-Committees as the House Committee may from time to time authorise.
- (2) The House Committee shall have power to direct and control disciplinary measures for the preservation of the proper conduct of all members, and to impose fines when deemed necessary, the amount of which is to be determined by the House Committee. Every fine shall be paid to the Honorary Assistant Treasurer within seven (7) days of its imposition, and the House Committee shall have the power to increase each fine by five percent (5%) for each day that it is overdue, and need not give any notification of its intention to do so.

10. SUSPENSION OR DISQUALIFICATION

- (1) The House Committee may, for such reason as it considers proper, suspend any member from membership of the Club for such time as it deems fit. Any such member shall have the right to show cause why he/she should not be suspended, and must be given at least forty-eight (48) hours notice of the House Committee meeting at which it is proposed to consider such suspension.
- (2) Any member who is suspended shall not be entitled to use the Junior Common Room or the Buffet, or to participate in College sport, or to use the College sporting facilities, or to take part in any activity of the Club whatsoever, or to enjoy any privilege or advantage ordinarily conferred on members, provided, however, that the House Committee shall have power to limit or restrict such suspension to such extent as it may resolve.
- (3) The House Committee shall have power to recommend to the College Council through the Principal that a member be suspended or expelled from College.

11. THE HOUSE COMMITTEE

- (1) House Committee Meetings
 - (a) The first meeting of the House Committee shall be convened by the Honorary Secretary within forty-eight (48) hours of their election. Thereafter, the Honorary Secretary shall convene meetings as often as business may require, provided that meetings shall occur at least once per fortnight during teaching weeks of semester.
 - (b) The Senior Student, or in his/her absence a Chair elected by and from the House Committee members present, shall preside at all House Committee meetings and he/she shall exercise a deliberative vote and, in the case of an equality of votes, a casting vote.
 - (c) Fifteen (15) minutes shall be sufficient notice of intention to hold a meeting of the House Committee, and such notice may be written or verbal.
 - (i) All relevant Sub-Committee secretaries on or before the fifteenth day of each calendar month shall file with the House Committee a monthly report as to their activities for the current calendar month and any proposed activities for the next calendar month.
- (2) Business at First House Committee Meeting
 - (a) As soon as is practicable, the House Committee shall appoint such Sub-Committees as it deems fit, as early in the year as practicable.
- (3) Quorum of House Committee
 - (a) A House Committee meeting shall lapse unless a quorum be present within fifteen (15) minutes of the time for which the meeting has been called. A quorum shall consist of six (6) members of the House Committee.
- (4) Special Meetings of House Committee
 - (a) The Honorary Secretary shall, within seven (7) days of receipt by him/her of a written requisition signed by two (2) members of the House Committee, call a Special Meeting of the House Committee.

12. SUB COMMITTEES

- (1) Vacancies on Sub-Committees
 - (a) A member of a Sub-Committee may resign, provided that the Honorary Secretary is duly informed in writing. Otherwise a

member shall hold office during the pleasure of the House Committee. If, through any reason a member's office is vacated, the House Committee may appoint a member thereto in lieu of such vacating member.

(2) Control of Sub-Committees

- (a) Each Sub-Committee shall be subject to the control of the House Committee in that the latter may direct the policy to be adopted by the Sub-Committee.

13. BLUES

- (1) The House Committee shall have sole power to award Blues to members who have represented the College in any Rawson Cup or Rosebowl event, and are considered by the House Committee to be entitled thereto.

14. COLOURS

- (1) The House Committee shall have sole power to award Colours to members who have represented the College in any event, activity, or pursuit in cultural, social or academic fields, and are considered by the House Committee to be entitled thereto.

15. COMPLAINTS

- (1) Any member having cause for complaint may report such cause to the Honorary Secretary. Such report shall be in writing if so required by the Honorary Secretary. The Honorary Secretary shall in all cases bring the matter before the House Committee at its next meeting for discussion and shall advise the complainant of the House Committee's decision thereon.

16. DUTIES OF THE SENIOR STUDENT

- (1) The duties of the Senior Student shall be as follows:
- (a) Act as Chair of meetings of the Club and House Committee.
 - (b) Act as a delegate of the students on the College Council, Work Committee, Communications Committee and Damages Committee.
 - (c) Act as the liaison between the students and College Administration.
 - (d) Deal with minor disciplinary issues within the Club.
 - (e) Perform in company with the Honorary Secretary and Honorary Treasurer such executive functions and duties as may be deemed expedient in the interests of the Club, subject at all times to subsequent ratification by the House Committee.

- (f) He/She shall have unlimited access at all times to all books relating to the finances of the Club.

17. DUTIES OF THE HONORARY SECRETARY

- (1) The duties of the Honorary Secretary shall be as follows:
 - (a) Record the minutes of all meetings of the Club and also of the House Committee in proper minute books.
 - (b) Call General Meetings of the Club in accordance with Clause seven (7) hereof.
 - (c) Give notice of all proposed meeting of the House Committee to the members thereof, in accordance with Clause eleven (11), sub-clause one (1), paragraph (c) hereof.
 - (d) Prepare and present at the ensuing Annual General Meeting an Annual Report of the activities of the Club during the year immediately preceding such Annual General Meeting.
 - (e) Receive and present to the House Committee all correspondence and carry on all correspondence of the Club and the House Committee.
 - (f) Perform in company with Senior Student and Honorary Treasurer such executive functions and duties as may be deemed expedient in the interests of the Club, subject at all times to subsequent ratification by the House Committee.
 - (g) He/She shall have unlimited access at all times to all books relating to the finances of the Club.
 - (h) He/she shall, as soon as practicable after the conclusion of every House Committee meeting, post on the Junior Common Room notice board a summary of the business transacted thereat.

18. DUTIES OF THE HONORARY TREASURER

- (1) The duties of the Honorary Treasurer shall be as follows:
 - (a) Receive all revenue of the Club and give such receipts as may be necessary and he/she shall make such payments as necessary and keep an accurate account of all the receipts and payments, which shall be available at any House Committee meeting, and be liable to account at any time for any moneys received by him/her. He/she may be called upon to submit a financial statement at any meeting of the House Committee, provided he/she has been given at least two (2) days' notice.
 - (b) He/she shall, at the first convenient opportunity, lodge all monies belonging to the Club in a bank, or other financial institution, to its credit.
 - (c) He/she shall, at least once each semester, examine the books of the Highlander Bar, the Buffet, and such other books of the College Club and affiliated societies as the House Committee may from time to time direct.

- (d) He/she shall have unlimited access at all times to all books relating to the finances of the Club.
- (e) He/she shall prepare and have presented at the next ensuing Annual General Meeting of the Club a statement of Receipts and Expenditure, a Statement of Asset Replacement Provisions, a Bank Statement and other investment balances for the Club and affiliated societies, and a Financial Report for the year immediately preceding such Annual General Meeting.
- (f) He/she shall, on receiving the estimates of the Sub-Committees as set out in Clause twenty-three (23), sub-clause one (1) hereof submit them to the House Committee for ratification.
- (i) He/she shall, subject to approval at the Annual General Meeting, be the Public Officer of the Club.
- (g) Perform in company with Senior Student and Honorary Secretary such executive functions and duties as may be deemed expedient in the interests of the Club, subject at all times to subsequent ratification by the House Committee.

19. CLUB SUBSCRIPTION

- (1) The annual subscriptions shall be at a rate as from time to time the House Committee may determine, provided that such rate is ratified by a majority present at the next General Meeting.
- (2) The full year's subscription must be paid in such time and in such manner as the House Committee or the Honorary Treasurer shall direct.
- (3) Should any member default in payment of his/her subscription or part thereof as hereinbefore provided, such member shall be charged interest at the rate of ten (10) percent for each week or part thereof such subscription remains overdue unless the House Committee determines otherwise.
- (4) Should any person's membership be for less than a year in any given year, the House Committee may determine that his/her subscription be set at a lesser rate.

20. LIABILITY OF MEMBERS

- (1) The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the cost, charges and expenses of the winding up of the club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by Clause nineteen (19) hereof.

21. ACCOUNTS AND INVESTMENTS

- (1) The Honorary Treasurer shall open such banking accounts and other non-speculative deposits, as the House Committee shall from time to time direct.

- (2) The House Committee shall determine who shall authorise cheques and other payments made on behalf of the Club.

22. FIXED DEPOSITS

- (1) The House Committee may from time to time direct the Honorary Treasurer to place moneys on fixed deposits at any bank or in whatever form of secured deposit that the House Committee may from time to time deem fit.

23. SUB-COMMITTEE ESTIMATES

- (1) The Secretary of each Sub-Committee shall, within such time as the Honorary Treasurer shall require, prepare and present to the Honorary Treasurer an estimate of all proposed expenditure for the current year. Details of proposed further expenditure in excess of such estimate must be submitted to the Honorary Treasurer before such additional liability is incurred.

24. PAYMENT OF ACCOUNTS

- (1) When a Sub-Committee incurs any expenditure, its Secretary shall present the accounts to the Honorary Treasurer for payment.

25. AUDIT

- (1) The external auditor appointed by the Sydney University Students' Union, or such other qualified external auditor as may be appointed at a General Meeting, shall serve as the independent auditor of the accounts of the Club. The aforementioned audit shall occur annually unless otherwise required.

26. freshers

- (1) Every member shall be a fresher until the expiration of twelve (12) months from his/her admission to membership, or until voted a senior member by the House Committee, whichever shall first occur, given that the House Committee's decision is ratified by a 50 % majority of voting members present at the next general meeting.

27. WINDING UP AND APPLICATION OF SURPLUS ASSETS

- (1) The Club will be wound up in accordance with Part 6 of the Associations Incorporation Act 2009, as amended from time to time, and with the consent of two thirds or more of the Members in a General Meeting, after seven days' notice of intention to move as such has been given by ten or more Members. If upon the winding up of the Club there remains after satisfaction of all its debts and liabilities any property whatsoever, it will be dealt with as follows:

- a. it will not be paid to or distributed among the Members of the Club but will be given or transferred to the College, the St Andrew's College Foundation Limited, or some other body or bodies having objects similar to the Objects of the Club;
- b. the body or bodies must prohibit the distribution of its or their income and property among its or their members (if any) to an extent at least as great as is imposed on the Club under or by virtue of Clause 28; and
- c. such body or bodies will be determined by the Members at or before the time of winding up.

28. PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

- (1) In accordance with the Associations Incorporation Act 2009, as amended from time to time, the income and capital of the Club shall be applied exclusively to the promotion of its objects as provided for in Clause two (2) Sub-clause two (2) hereof, and no portion shall be paid or distributed directly or indirectly to Members or their associates except as bona fide remuneration of a Member for services rendered or expenses incurred on behalf of the Club.

27. BY-LAWS

- (1) By laws in relation to the Club or any of its activities may be made, varied or annulled on the motion of any member at a General Meeting provided that the member so moving indicates to the Meeting that his/her motion if passed will amend the by laws
- (2) The House Committee may from time to time make, vary or annul by laws in relation to the Club or any of its activities provided that the provisions of this Constitution are not infringed thereby.

28. AMENDMENT TO CONSTITUTION

- (1) This Constitution shall be amended only at a General Meeting of the Club by the affirmative vote of a two thirds majority of voting members present provided that, before being placed before the General Meeting:
 - (a) The proposed amendments have been presented to a Constitution Review Committee (CRC) established to receive, assess and comment on them. The CRC shall be convened by, and shall include, the Honorary Secretary of the Club.
 - (b) The CRC shall include a person nominated by the Council and a person qualified to practise as a solicitor or barrister in New South Wales, provided that these requirements may be fulfilled by the same person and further provided that the other members of the CRC shall not be in any way bound to accept the advice offered by the person or persons so appointed.

- (2) Any amendments duly passed by a General Meeting shall take effect immediately.

29. COMMON SEAL

- (1) The common seal of the Club shall be kept in the custody of the public officer.
- (2) The common seal shall not be affixed to any instrument except by the authority of the House Committee and the affixing of the common seal shall be attested by the signatures of two members of the House Committee.