

## CONSTITUTION OF THE UNIVERSITY OF CANTERBURY CHEMISTRY SOCIETY

### 1. NAME

- a. The name of the club/society shall be the University of Canterbury Chemistry Society (Chemsoc); hereinafter referred to as the Club.

### 2. OBJECTIVES

- a. The objectives of the Club shall derive, and not be at conflict with, the aims, objectives and policies of the University of Canterbury Students' Association Inc.
- b. The objects of the Club shall be:
  - i. To further the social/cultural/political/sporting interests of all members of the club
  - ii. To strengthen inter-student/staff relationships in the Department of Chemistry
  - iii. Provide academic aid to chemistry students
  - iv. Act as a line of communication between students and academics

### 3. MEMBERSHIP

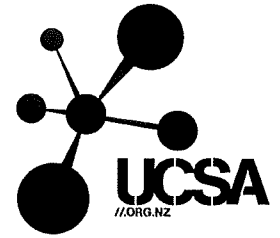
- a. The following persons shall be eligible for membership:
  - i. Any member of the University of Canterbury Students' Association Inc.
  - ii. Any graduate member of the University of Canterbury Students' Association Inc.
  - iii. Any staff member of the University of Canterbury.
  - iv. Any associate member who shall be any other member admitted to the Club at the discretion of the committee.
- b. Membership will be granted on payment of subscription fee.

### 4. CESSATION OF MEMBERSHIP

- a. Any Member may resign by giving written notice to the Secretary.
- b. Membership terminated in the following way:
  - i. If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society, the Committee may give written notice of this to the Member ("the Committee's Notice"). The Committee's Notice must:
    - a. Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society;
    - b. State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member's Membership.
    - c. State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.
    - d. State that if the Committee terminates the Member's Membership, the Member may appeal to the Society.
  - ii. 14 days after the Member received the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Society at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the Member's receipt of the Termination Notice.
  - iii. If the Member gives the Member's Notice to the Secretary, the Member will have the right to be fairly heard at a Society Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them ("the Member's Explanation"), and the Member may require the Secretary to give the Member's Explanation to every other Member within 7 days of the Secretary receiving the Member's Explanation. If the Member is not satisfied that the other Society Members have had sufficient time to consider the Member's Explanation, the Member may defer his or her right to be heard until the following Society Meeting.
  - iv. When the Member is heard at a Society Meeting, the Society may question the Member and the Committee Members.
  - v. The Society shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Society's decision will be final.

### 4. SUBSCRIPTION

- a. The annual subscription to be paid by each member shall be fixed in each year by the Club committee.



## 5. OFFICERS AND COMMITTEE

- a. The Officers of the Club shall be the President, Vice President, Secretary and Treasurer. These officers shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting, unless they:
  - i. Resign, or
  - ii. Lose a vote of no confidence at a General Meeting during their term of office.
- b. At the same meeting there shall be elected a minimum of five (5) members, who, with the President, Vice President, Secretary and Treasurer, shall form the Committee of the Club. They shall hold office until the next Annual General Meeting, unless they:
  - Resign, or
  - Lose a vote of no confidence at a General Meeting during their term of office.
- c. No members shall be eligible for election to any office unless they have paid their subscription prior to the election.
- d. All elections for Officers shall be by a show of hands or secret ballot.

## 6. MANAGEMENT

- a. The committee of the Club, as provided for in Clauses 5(a) and (b), shall manage the internal affairs of the Club; shall exercise supervision over properties and members; shall purchase all materials required by the Club and pass accounts for payment.
- b. The committee shall have power to carry out and enforce the constitution, and from time to time, make, amend or rescind by-laws as it deems fit.
- c. At all committee meetings, five (5) members shall form a quorum.
- d. The President or any two members of the committee shall have the power, at all times, to instruct the Secretary.

## 7. FUNDS

- a. The funds of the Club, from whatever source derived, shall be applied only towards the promotion of the aims and objectives of the club and no portion of any funds shall be paid or transferred directly or indirectly, by way of dividend, bonus, salary, or otherwise to any member of the Club, with the exception of reimbursement to members of legitimate and actual expenditure on behalf of the Club which the Committee authorises.
- b. All monies shall be received by the Treasurer, who shall deposit them in an account of the Club's.
- c. The Club is solely responsible for all debts incurred in its name. No responsibility or financial liability will be taken by the University of Canterbury Students' Association Inc.

## 8. PRESIDENT

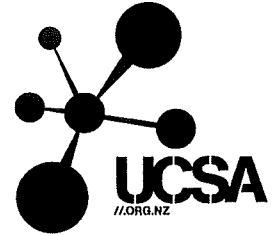
- a. At all General and Special Meetings of the Club, the President shall occupy the Chair. Should she or he be absent the Vice President shall take the Chair. Should both the President and Vice President be absent a committee member, appointed by members, shall take the Chair.
- b. The chairperson, at any meeting, shall in all cases have a deliberate vote, and also a casting vote should equal voting occur.

## 9. SECRETARY AND TREASURER

- a. The Secretary shall attend all meetings and keep accurate minutes of the proceedings, read and file all communications and other papers, issue notices of meetings, conduct all correspondence, and attend generally to all clerical duties in connection with the Club. She or he will further see that affiliation to the University of Canterbury Students' Association Inc is completed annually.
- b. The Treasurer shall collect and account for all subscriptions, and shall dispose of them as directed by the committee, keep proper books and prepare a Financial Report on Income and Expenditure for the financial year to the Annual General Meeting, also she or he shall prepare the Statement of Assets and Liabilities for the Annual General Meeting. She or he shall also keep a register of members, identifying both University of Canterbury student members and others.
- c. The Treasurer shall also keep a record of equipment or property purchased, the cost, the receipt, and where such equipment is stored. She or he shall arrange insurance as necessary.

## 10. ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING

- a. Notice of Annual General and Special General Meetings shall be posted on the Club Notice board, UCSA Club Development Office, as well as on the Club's own notice board, not less than seven days prior to the meeting taking place. A notice shall also be placed to appear in an issue of Canta, which comes out not less than seven days prior to the Meeting taking place.
- b. An Annual General Meeting of the Club shall be held each year, at a date determined by the committee. The regular business of the meeting shall be:



- i. To receive the Annual Report (President).
- ii. To receive the Financial Report, and the Statement of Assets and Liabilities for the preceding year.
- iii. To elect Officers and Committee members for the forthcoming year.
- iv. To transact any other general business of the Club
- c. A special General meeting of the Club shall be called by the secretary on receiving a written request by the President, by at least ten (10) financial members, or by the committee on its motion.
- d. The mode of voting at all meetings shall be by a show of hands or a secret ballot.
- e. At all General Meetings of the Club, all financial members shall be entitled to vote.

**11. FINANCIAL YEAR**

- a. The financial year of the Club shall begin on the first day of January, and terminate on the last day of December in each year.

**12. CONSTITUTION**

- a. The Secretary and Treasurer shall keep copies of this Constitution, which shall be available to members on application.

**13. ALTERATION OF THE CONSTITUTION**

- a. No part of this Constitution shall be altered, rescinded or added to except at a General Meeting of the Club called for that purpose and every proposed alteration must be handed to the Secretary at least eight (8) clear days before the date of such a meeting.
- b. No motion to alter or rescind or add to this constitution shall be deemed to be carried at a General Meeting unless two-thirds majority vote in favor of the changes to be received from the members present.
- c. The UCSA Media and Events Team, UCSA Clubs Committee, and University of Canterbury Students' Association Inc must be notified in writing of any alterations made.
- d. No motion to alter or rescind or add to this Constitution shall be deemed to be carried if the University of Canterbury Students' Association Inc. Executive deems the change to be contrary to the interests, aims or objectives of the University of Canterbury Students' Association Inc.

**14. STANDING ORDERS**




- a. The Standing Orders of this Club shall be those of the University of Canterbury Students' Association Inc.

**15. AFFILIATION**

- a. The Club shall apply for affiliation to the University of Canterbury Students' Association Inc on an annual basis, and will abide by the decisions and rulings of its Executive. The conduct of the affairs of the Club shall be in accordance with the Constitution of the University of Canterbury Students' Association Inc.

**16. WINDING UP**

- a. The Club shall be wound up if a motion to that effect is passed by a two-thirds majority at a General Meeting.
- b. In the event of the Club winding up, all property and assets (including any monies held in the club bank account), shall be held in trust by the University of Canterbury Students' Association Inc for not less than four years, and shall be given to a University of Canterbury Students' Association Inc Club with the same objectives when such a Club is formed. If, after four years, no similar University of Canterbury Students' Association Inc Club is formed, the University of Canterbury Students' Association Inc shall have the power to dispose of assets and properties as it sees fit. All profits from such disposal shall go towards the University of Canterbury Students' Association Inc Club Funds.

President Signature		Date	7/11/16
Secretary Signature		Date	7/11/16
Treasurer Signature		Date	7/11/16

