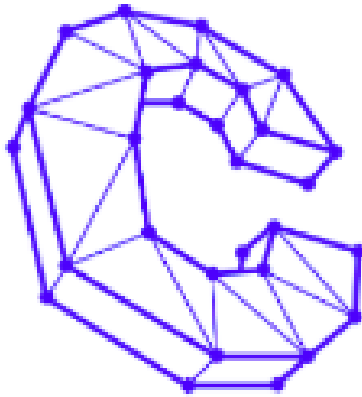


The Constitution  
of the  
Computer Science Students Association

October 12, 2020



**ComSSA**

# 1 Preliminary

## 1.1 Name

The Club shall be known as the Computer Science Students Association, also by the short name ComSSA and hereafter referred to as ComSSA.

## 1.2 Objective

The objectives of this Constitution shall be:

- a) To provide a framework for the operation of the Club, and
- b) To assist the Members who operate the Club in a way that is consistent with the ethos of the Club.

## 1.3 Definition and Interpretation

For the purposes of this Constitution, unless the contrary intention appears:

“ComSSA” is the short name for the Computer Science Students Association.

“Club” refers to ComSSA.

“Constitution” refers to this document.

“Meeting” refers to a meeting, other than an AGM or SGM, during which Committee Members may vote on motions which require a Committee vote, unless otherwise specified.

“Committee Meeting” refers to a “Meeting”.

“AGM” stands for “Annual General Meeting”.

“SGM” stands for “Special General Meeting”.

“Club Year” refers to the period of time between the AGM of one year until the AGM of the next year.

“**Member**” refers to any member of ComSSA, unless otherwise qualified.

“**Committee**” refers to the group of Members who are responsible for the operation of the Club.

“**Committee Member**” refers to a person on the Committee.

“**Executive Committee**” refers to the subset of Committee Members who are also office bearers.

“**Executive Committee Member**” refers to a person on the Executive Committee.

“**OCM**” stands for “Ordinary Committee Member”.

“**Club Asset**” refers to any item belonging to ComSSA, be it monetary, physical, abstract or otherwise.

“**Majority**” is defined as the nearest whole number to half of a cardinality, that is strictly greater than half of that cardinality.

“**Simple Majority**” is defined as a Majority of voting members present at the the meeting during which a given vote is taking place.

“**Absolute Majority**” is defined as a Majority of voting members at the current time, regardless of the number attending the meeting.

“**Guild**” means the Student Guild of Curtin University of Technology. “**Guild Executive Committee**” means the Executive Committee of the Guild.

“**Guild President**” means the person for the time being holding the office or acting as President of the Guild.

“**Guild Statute Book**” means the Statute Book created under R1301 of the Guild Regulations.

“**Curtin Student Guild Full Member**” is defined as a full member of the Curtin Student Guild, as defined by the Curtin Student Guild Rules and Regulations.

For the purposes of this constitution the following interpretations shall apply:

Where in this Constitution the word “**may**” is used in conferring a function, it is to be interpreted to imply that the function so conferred can be exercised or not at discretion.

Where in this Constitution the word “**shall**” is used in conferring a function it is to be interpreted to mean that the function conferred must be exercised.

## 1.4 Registration

ComSSA must register as a Curtin Student Guild-affiliated club each year, by whatever means set by the Curtin Student Guild Council for the current calendar year.

## 1.5 Limit of the ComSSA Constitution

This Constitution is restricted and subject to all current Curtin University Statutes, as well as all Curtin Student Guild rules, regulations, and policy pertaining to the operation of Curtin Student Guild-affiliated clubs.

# 2 Objectives of the Club

The objectives of the Club are:

- a) To provide social events for students and staff of the Department of Computing,
- b) To provide support for students entering university life,
- c) To provide support for students who need representation with the Department of Computing, and
- d) To liaise with the Department of Computing and function as a forum for student and staff relations.
- e) To become and remain registered with the Guild.
- f) To do all things that would appear necessary and proper for the benefit and advancement of the Society and the Guild.

### 3 Powers

The Society for the purpose of achieving its objectives shall have the power:

- a) To purchase, sell, lease or rent Society or personal property providing that this is in accordance with Guild Statute Book.
- b) To borrow, raise or secure the payment of money to secure the payment of performance of any debt, liability, contract or guarantee incurred or to be entered into by the Society, provided that this is in accordance with Guild Statute Book.
- c) To exercise the rights and privileges associated with the registration of a Guild Society.
- d) To invest the monies of the Society.
- e) To do all such other things as are incidental or conducive to the objects of the Society.

### 4 Membership

- a) Membership of the Society shall consist of Ordinary Members and Associate Members.
- b) Ordinary Membership shall be open to all enrolled students of Curtin University who pay the membership fee as set by the Committee.
- c) Associate Membership may be granted to any persons not eligible for Ordinary Membership at the discretion of the committee.
- d) At least 50%+1 of the Ordinary Members of the Society shall be members of the Guild.
- e) Associate Members shall enjoy all the benefits of Ordinary Membership except that they shall not be eligible to:
  - (a) Vote at any General Meeting of the Society;
  - (b) Be an Officer of the Society; or
  - (c) Directly benefit from any money received from the Guild.

## 4.1 Limits of Membership

Membership of the Club is unrestricted excepting a unanimous vote by the Committee.

## 4.2 Membership Length

All memberships shall remain active from full payment of the membership fee until the beginning of the first day of Teaching Week 1 of Semester 1 of the following academic year, as set forth in the Curtin University academic calendar for that year.

## 4.3 Cancellation of Membership

The membership of any Member may be cancelled by the Committee upon any of the following:

- a) A unanimous vote by the Committee, or
- b) Written agreement and support of the Curtin Student Guild Student Engagement Coordinator.

Expulsion or refusal of membership on the grounds of race, age, gender or sexuality is prohibited. An appeal shall be presided over by the relevant Guild staff member or member of the Guild Executive.

# 5 Fees and Membership Costs

## 5.1 Membership Fee

Membership prices shall be voted upon at the first Committee Meeting of each calendar year, requiring an Absolute Majority to pass.

Should an increase be proposed, the proposed membership price increase may not exceed 50% of the previous year's membership fees unless decided upon by a Simple Majority vote at a Special General Meeting.

All Curtin Student Guild Full Members shall receive at least 10% off the membership price that they would've paid had they not been Curtin Student Guild Full Members.

## **5.2 Compulsory Fees**

There shall be no compulsory fees charged to Members apart from the membership fee.

## **5.3 Costs for Members to Attend ComSSA Events**

The maximum cost for Members to attend any official ComSSA event shall be fifteen (15) Australian dollars or 20% above cost price, whichever is greater.

# **6 Committee**

## **6.1 Committee Structure**

### **6.1.1 Office Bearers**

The Committee - that shall be responsible for the administration of the Society - shall consist of the following voting office bearers:

- a) President,
- b) Vice President,
- c) Treasurer, and d) Secretary.

### **6.1.2 Ordinary Committee Members**

The Committee shall consist of the following voting non-office bearers: A selection from zero (0) to ten (10) Ordinary Committee Members, inclusive.

## **6.2 Length of Term**

Positions shall be held for one year; from the last day of the second semester (including any exam weeks) to the same time in the following year, as defined by the Curtin University academic calendar.

## 6.3 Committee Eligibility Requirements

To be considered for any committee position, a Nominee must meet all of the following criteria:

- a) The Nominee must be a current enrolled student at Curtin University, studying at the Bentley campus, and
- b) The Nominee must be a ComSSA member, and
- c) The Nominee must be an Ordinary Member of the Society who is a Guild Member.

## 6.4 Executive Committee Eligibility Requirements

To be considered for an office bearer position, a Nominee must meet all of the following criteria:

- a) The Nominee must be a Curtin Student Guild member, and
- b) At least one of the following must be true for the Nominee:
  - i) The Nominee must be studying at least one course which has greater than 50% of its credit points assigned to units run by the Department of Computing, and/or
  - ii) The Nominee must be studying at least one course which will yield a degree which is deemed as “relevant to computing” by an academic staff member of the Department of Computing in the position of Senior Lecturer or higher.

## 6.5 Ordinary Committee Members

The method of selection for Ordinary Committee Member positions — as well as the time at which they will be selected — shall be determined by the Executive Committee by means of an Absolute Majority vote at a Committee Meeting, SGM, or AGM.

## 6.6 Quorum

Quorum for any Committee Meeting is satisfied when the following conditions are met:

- a) Three (3) or more Executive Members must be present, and
- b) In the instance of:



- i) Zero (0), one (1), or two (2) Ordinary Committee Members currently selected, there are no more requirements.
- ii) Three (3) or more Ordinary Committee Members currently selected, five (5) total Committee Members must be present.

A Committee Member may qualify to be counted in both of these conditions.

## **6.7 Vacancy of Position**

Any position will become vacant upon any of the following criteria:

- a) The current occupant's written notice to the Committee,
- b) Absence from two (2) consecutive meetings without given notice, upon verification of the Committee via an Absolute Majority vote,
- c) Absence from four (4) consecutive meetings, upon verification of the Committee via an Absolute Majority vote, or
- d) No longer being a Member of ComSSA.
- e) No longer an enrolled student of Curtin University.

## 6.8 Vacancy or Incapacitation

- a) The powers and responsibilities associated with all vacant positions shall immediately be absorbed by the remaining Committee Members.
- b) If the remaining Committee wishes to exercise any powers or responsibilities associated with any vacant position, it must do so via an Absolute Majority vote at a Committee Meeting.
- c) If the Committee chooses, it may — via an Absolute Majority vote at a Committee Meeting — select one person to absorb all powers and responsibilities associated with the vacated position. This person must meet the Committee Eligibility Requirements in § 6.3. If the position being filled is on the Executive Committee, this person must also meet the Executive Committee Eligibility Requirements in § 6.4.
- d) A SGM must be held within minimum 14 days and a maximum of 28 days of resignation of an Executive Committee Member

# 7 Powers and Responsibilities

## 7.1 Duties of the Committee

In addition to any powers and responsibilities outlined elsewhere in the Constitution, the Committee has the power and responsibility to:

- a) Plan activities in accordance with the Club objectives and inform all Members of these activities,
- b) Formulate Policy in accordance with the Club objectives,
- c) Strive to consistently have available committee members on campus as often as possible,
- d) Act according to all enacted Policy,
- e) Raise and spend funds in accordance with the current Spending Policy,
- f) Act in the best interests of the Club, and

- g) Operate the Club in an ethical manner.
- h) Expend monies for certain matters and to incur debts and liability on behalf of the Society for which the committee shall be liable.

## **7.2 Duties of the President**

The President has the power and responsibility to:

- a) Represent the Club in any matters relating to ComSSA,
- b) Co-ordinate and supervise the Committee,
- c) Familiarise the Members with the objectives of the club, and
- d) Call for Special General Meetings.

## **7.3 Duties of the Vice President**

The Vice President has the power and responsibility to:

- a) Assist the President in carrying out their responsibilities.

## **7.4 Duties of the Treasurer**

The Treasurer has the power and responsibility to:

- a) Keep a record of Club property and finances,
- b) Prepare a report of income and expenditure during the Club Year to be provided during an AGM or SGM,
- c) Write or make necessary amendments to the Spending Policy,
- d) Ensure the Committee's adherence to the Spending Policy,
- e) Familiarise and report to the Committee the financial status of the Club,
- f) Suspend a Committee Member upon a violation of the Spending Policy.

## **7.5 Duties of the Secretary**

The Secretary has the power and responsibility to:

- a) Record and keep minutes of all Committee meetings, and to ensure that those minutes are a complete and accurate record of a meeting's proceedings, as decided by a Simple Majority vote at the following meeting,
- b) Manage correspondence of the Club,
- c) Manage a list of current Members,
- d) Keep, publish and provide to any Member the Constitution, Policies and meeting minutes of the Club

## **7.6 Duties of Ordinary Committee Members**

The OCMs have the power and responsibility to:

- a) Vote as Committee Members,
- b) Perform tasks as delegated by the Committee,
- c) Assist the Committee in their duties, and
- d) Ensure the proper conduct of the Executive Committee Members.

## **7.7 Duties of the Members**

Members have the power and responsibility to:

- a) Vote during an AGM or SGM, and
- b) Become a part of the Committee.

## 8 Suspension and Removal of Committee Members

### 8.1 Suspension of Ordinary Committee Members

- a) An Ordinary Committee Member may be placed under a state of suspension by two Executive Committee Members.
- b) Once suspended, the OCM loses all powers and responsibilities associated with their position, until one of the following conditions is met:
  - i) A period of fourteen (14) days passes since the suspension, or
  - ii) A Committee Meeting is held, during which the removal of the OCM in question is voted upon.
- c) Upon suspension of duty, the OCM must yield all Club Assets in their possession to the Executive Committee.

### 8.2 Removal of Ordinary Committee Members

- a) Confirmation of suspension for an OCM suspended from active duty,
- b) A Majority vote by the full Committee, with the exception of the OCM being considered for removal:
  - i) The OCM in question may be removed from the meeting during discussion. This will be decided upon by a Simple Majority vote of present Committee Members excluding said OCM.
  - ii) At least two Committee Members may request that the OCM in question be removed from the meeting during the vote.

### 8.3 Removal of Executive Committee Members

#### 8.3.1 Requests for Removal

Any Member may request the removal of an Executive Committee Member from office. The request must be given in writing, and will only be considered if:

- a) The request includes reasons for removal from office, and
- b) The request includes the signatures of at least ten (10) Members or 10% of the current membership, whichever is greater.

### 8.3.2 Consideration of Request

A Committee Meeting must be held within fourteen (14) days of receipt of a request.

- a) The Members that requested removal must be notified of the time and place of the Committee Meeting.
- b) The Member(s) may present their reasons in person to the Committee.
- c) The Executive Committee Member in question may explain their actions to the Committee and the Member(s) in attendance.
- d) The Executive Committee Member will be removed from their position upon an Absolute Majority vote by the Committee, with the exception of the Executive Committee Member being considered for removal.
  - i) The Executive Committee Member in question may be removed from the meeting during discussion. This will be decided upon by a Simple Majority vote of present Committee Members excluding said Executive Committee Member.
  - ii) At least two Committee Members may request that the Executive Committee Member in question be removed from the meeting during the vote.
- e) The Committee must supply to the Executive Committee Member in question, and the raising Member(s), justification for the decision made.

Upon removal from the Committee:

- a) The former Executive Committee Member must yield all Club Assets in their possession to the remaining Executive Committee Members.
- b) The Committee must supply to the former Executive Committee Member justification for removal.
- c) An SGM must be called within four (4) weeks of their removal.

## **9 Dismissal of Committee**

### **9.1 Request for Dismissal**

Any Member may request for the dismissal of the entire Committee. The request must be given in writing, and will only be considered if:

- a) The request includes reasons for removal from office, and
- b) The request includes the signatures of at least twenty (20) members or 20% of the current membership, whichever is greater.

### **9.2 Receipt of Request**

An SGM must be called within fourteen (14) days of receipt of request. The agenda shall include:

- a) Justification for dismissal of the Committee by the Member(s) making the request,
- b) The Committee explanation for the actions detailed in the justification, and
- c) A vote by the attending Members for dismissal of the entire Committee.
  - i) The method of voting for dismissal of the Committee shall be a secret ballot supervised by an independent source.
- d) Election of the new Committee (if necessary).

### **9.3 Confirmation of Dismissal**

Upon dismissal of the Committee:

- a) The dismissed Committee must yield all Club Assets in their possession to the newly elected Committee.

### **9.4 Right to Appeal**

The dismissed Committee may stand for re-election at the SGM, and as such has no right to appeal.

# 10 Committee Meetings

## 10.1 Time to be Held

There should be a committee meeting at least 12 times a year

## 10.2 The Chairperson

### 10.2.1 Chairperson Powers and Responsibilities

Each Committee Meeting shall have a Chairperson. The Chairperson has the power and responsibility to:

1. Direct the Committee Meeting according to the Agenda.
2. Ensure that all Members are heard when appropriate.
3. Silence a Member when they are interrupting discussion by means that the Chairperson sees as inappropriate.

### 10.2.2 Chairperson Selection

1. If the President is attending the Committee Meeting, the President is — by default — the Chairperson.
2. If the President is not attending a Committee Meeting, the Vice President acts as Chairperson.

### 10.2.3 Dissent in the Chairperson

At any point in time, the Committee may — via a Simple Majority vote — note dissent in the Chairperson. The Committee may then — via a Simple Majority vote — elect a new Chairperson for the duration of the Committee Meeting.

## 10.3 Quorum

Quorum is satisfied when the following conditions are met:

- a) Three (3) or more Executive Committee Members must be present, and



b) In the instance of a:

- i) Zero (0) Ordinary Committee Member configuration, there are no more requirements.
- ii) Three (3), five (5), or seven (7) Ordinary Committee Member configuration, five (5) total Committee Members must be present.

## 10.4 Agendas

### 10.4.1 Purpose of Agendas

The purpose of an Agenda is to:

- a) Provide insight as to the structure of a Committee Meeting before it happens,
- b) Provide guidance for the Committee Meeting's Chairperson, and
- c) Provide background information to Members on topics relating to planned discussion at the Committee Meeting.

### 10.4.2 Creation and Distribution of Agendas

The President must:

1. Create an Agenda for every Committee Meeting,
2. Distribute the Agenda to all Committee Members no less than 48 hours before the Committee Meeting takes place,
3. Allow any Member to add to the Agenda for an upcoming Committee Meeting if the matter they wish to have discussed relates to the Club's operation,
4. Distribute the Agenda to any Members who wish to see it, and
5. In the event that any Member indicates that they wish to be notified about the release of an upcoming Agenda, notify said Member once the Agenda has been distributed to Committee Members.

### **10.4.3 Standing Items**

The following items must appear in the agenda of all Committee Meetings:

- a) The time and place at which the Committee Meeting shall take place,
- b) A motion, approving the previous Committee Meeting's minutes as being a true and accurate portrayal of the proceedings of the last Committee Meeting,
- c) A motion, noting a report provided by the Treasurer outlining the Club's financial position, and
- d) A section for Members to raise issues and provide feedback regarding any aspect of the Club's operation.

## **11 Annual General Meetings**

### **11.1 Time to be Held**

The AGM is to be held in the last eight teaching weeks of Semester Two, as defined by the Curtin University academic calendar

### **11.2 Notice to be Given**

At least fourteen (14) days of notice is to be given to all Members detailing date, time and location of an AGM. The Guild shall be notified of any General Meeting of the Society.

### **11.3 Agenda**

The agenda shall consist of, in order:

- a) A report from each Executive Committee Member,
- b) Ratification of the Constitution,
- c) Election of the Executive Committee, and
- d) Any matter that is in writing, signed by at least ten (10) Members or 10% of the current membership, whichever is greater.

### **11.4 Election of Positions**

Any election that takes place shall be undertaken in line with § 13.

## **11.5 Quorum**

Quorum for the AGM shall be fifteen (15) Members or an Absolute Majority of the listed Members, whichever is fewer.

## **11.6 Voting**

- a) The method of voting, with the exception of election of positions, shall be decided by the President, or in their absence, the Vice President.
- b) Any matter that is voted upon shall be deemed to be passed if a Majority of attending votes are in favour.
- c) Only Ordinary Members may vote

# **12 Special General Meetings**

## **12.1 Convening**

An SGM can be called for by any of the following means:

- a) Written notice by an Absolute Majority of the Committee,
- b) Written notice from the President,
- c) Written notice by at least ten (10) Members or 10% of the current membership, whichever is greater, or
- d) Written notice from the Guild.

## **12.2 Notice to be Given**

At least seven (7) days but no more than four (4) weeks of notice is to be given to all Members detailing date, time and location of an SGM. The Guild shall be notified of any General Meeting of the Society.

## 12.3 Agenda

The agenda shall consist of, in order:

- a) A report from each Executive Committee Member,
- b) Election of any vacant office bearer positions,
- c) Any matter in writing signed by at least ten (10) Members or 10% of the current membership, whichever is greater, and
- d) Any matter in writing signed by an Absolute Majority of the Committee.

## 12.4 Quorum

Quorum for an SGM shall be fifteen (15) Members or an Absolute Majority of the current membership, whichever is fewer.

## 12.5 Election of Positions

Any election that takes place shall be undertaken in line with § 13.

## 12.6 Voting

- a) The method of voting, with the exception of election of positions and dismissal of the Committee, shall be decided by the President, or in their absence, the Vice President.
- b) Any matter that is voted upon shall be deemed to be passed if a Majority of attending votes are in favour.
- c) Only Ordinary Members may vote at a General Meeting.

# 13 Elections

## 13.1 Method of Election

1. A voter is required to indicate a preference for each candidate on the ballot paper by using the numbers 1, 2, 3 etc. up to the number of candidates.

2. A candidate must poll an Absolute Majority of all formal votes to be elected.
3. If, after all first preference votes have been counted, no candidate has obtained an absolute majority of all formal votes, then the candidate with the fewest number of first preference votes is excluded. That excluded candidate's second preference votes are then distributed to the remaining candidates.
4. If after that exclusion no candidate has obtained an absolute majority of formal votes, the next remaining candidate with the fewest votes is excluded and ALL of his/her votes (i.e. first preference votes PLUS those votes received from the first excluded candidate) are distributed to the remaining candidates.
5. The above process is continued until one candidate obtains an absolute majority of formal votes and is elected.
6. If at any exclusion, the next available preference is for a previously excluded candidate, then that preference is disregarded and the vote is distributed to the continuing candidate for whom the next available preference is shown.

## 13.2 The Returning Officer

- a) All Elections shall have a Returning Officer, who shall be completely impartial to all aspects of the election.
- b) The Returning Officer must be approved via a Simple Majority vote by all voters.
- c) All vote-counting shall be done by the Returning Officer.
- d) The Returning Officer shall allow any voter to witness the vote count.

## 13.3 Elections

The executive members of the outgoing committee may veto the nomination of any member to a position of committee if there is sufficient evidence of serious misconduct by the nominee to prevent the club appearing to condone the behaviours exhibited by said nominee.

# 14 Policies

## 14.1 Definition

A Policy is a formal, standardised document, used to record a rule set or process related to the running of the Club.

## 14.2 Forming Policy

Except where otherwise stated in this document, any ComSSA Member (or group of Members, including any and all Committee Members) may form a Policy to be considered by the Committee.

## 14.3 Consideration Conditions

In order for a Policy to be considered by the Committee, it must meet the Consideration Conditions:

- a) Be in writing,
- b) State the full name of the person(s) that contributed to the Policy, hereby referred to as the Submitter(s),
- c) Be endorsed by one (1) Committee Member; this may be one of the Submitter(s), and
- d) State the full name of the Committee Member that endorsed the Policy, hereby referred to as the Endorser.

## 14.4 Considering and Enacting a Policy

When a Policy meets the Consideration Conditions, it may be considered by the Committee.

- a) In order for a Policy to be voted upon in a meeting, it must be included in the agenda for said meeting.

- i) The Policy document must be included along with the agenda upon circulation to Committee Members. The intent of this condition is to allow Committee Members to process a Policy and its possible ramifications before voting.
- b) At the Committee meeting (hereafter the Policy Meeting) the Policy will undergo an initial out-loud reading in its entirety by the chairperson.
- c) The Policy will be discussed by the Committee Members present at the Policy Meeting.
- d) Before voting takes place, amendments may be made to the Policy by the Submitter(s).
  - i) If any amendments are made to a Policy, they must be approved by all Submitter(s).
  - ii) At any point during the Policy Meeting, any of the Submitter(s) may remove their name(s) from the Policy.
  - iii) At any point during the Policy Meeting, and with the permission of all other Submitter(s) (or with nobody's permission if the Policy is has been left without any Submitters), someone may add themselves to the list of Submitter(s) and make amendments.
  - iv) If the Policy is without Submitter(s), with nobody willing to become a Submitter, discussion is dropped.
  - v) At any time during discussion, the Endorser may cease endorsing the Policy. If no Committee Members endorse the Policy, discussion is dropped.
- e) Once all Submitter(s) and the Endorser are satisfied with the state of the Policy, the Policy will go to a vote by the Committee Members present at the Policy Meeting. If a Committee member is not present at the Policy Meeting, they may choose to vote remotely as an absentee.
  - i) Any two (2) Committee Members attending the Policy Meeting may request to have voting postponed until the next Committee meeting (which becomes the Policy Meeting upon reenactment of this process).
  - ii) If said Committee member(s) are not present at the next Policy Meeting, they forfeit their right to vote on the Policy.
  - iii) A Policy Meeting may not be postponed more than once per Policy.

f) Policy is considered Enacted when it receives an Absolute Majority vote by the Committee.

## 14.5 Nullification of a Policy

A Policy can be nullified by the Committee via an Absolute Majority vote at a Committee meeting.

## 14.6 Amendment Consideration Conditions

A Policy may be amended after enactment.

In order for a Policy amendment to be considered by the Committee, it must meet the Consideration Conditions:

- a) Be in writing,
- b) Be based on an existing enacted Policy,
- c) State the full name of the person(s) that contributed to the Policy amendment, hereby referred to as the Amender(s),
- d) Be endorsed by one (1) Committee member; this may be one of the Amender(s), and
- e) State the full name of the Committee member that endorsed the Policy, hereby referred to as the Endorser.

## 14.7 Amendment of a Policy

The process for amending a Policy is as follows:

For the duration of the following procedure, Amender(s) refers to the Amender(s) for the current amendment only.

- 1) In order for a Policy amendment to be voted upon in a meeting, it must be included in the agenda for said meeting.
  - i) The amended Policy document must be included along with the agenda upon circulation to Committee Members.



- ii) Inherently, a Policy amendment may not be voted upon with less than 48 hours notice to all Committee Members.
- 2) At the next Committee meeting (hereafter the Policy Meeting) the amended Policy will undergo an initial out-loud reading in its entirety by the chairperson.
- 3) The amended Policy will be discussed by the Committee Members present at the Policy Meeting.
- 4) Before voting takes place, further amendments may be made to the Policy by the Amender(s).
- i) If any further amendments are made to a Policy, they must be approved by all Amender(s).
  - ii) At any point during the Policy Meeting, any of the Amender(s) may remove their name(s) from the amended Policy.
  - iii) At any point during the Policy Meeting, and with the permission of all other Amender(s) (or with nobody's permission if the Policy is has been left without a submitter), someone may add themselves to the Amender(s) list and make further amendments.
  - iv) If the Policy is without Amender(s), with nobody willing to become a member of Amender(s), discussion is dropped and the Policy is left as-is.
  - v) At any time during discussion, the Endorser may cease endorsing the Policy amendment. If no Committee Members endorse the Policy amendment, discussion is dropped.
- 5) Once all Submitter(s) and the Endorser are satisfied with the new state of the Policy, The new Policy will go to a vote by the Committee Members present at the Policy Meeting. If a Committee member is not present at the Policy Meeting, they forfeit their right to vote on said Policy amendment.
- i) Any two (2) Committee Members attending the Policy Meeting may request to have voting postponed until the next Committee meeting, which becomes the Policy Meeting.
  - ii) If said Committee member(s) are not present at the next Policy Meeting, they forfeit their right to vote on the Policy.

- iii) A Policy Meeting may not be postponed more than once per Policy amendment.
- 6) The amended Policy is considered Enacted when it receives an Absolute Majority vote by the Committee. The now-second-newest Amendment of the Policy will no longer be considered as Enacted.

## **14.8 Record of Policies**

The Secretary must keep a record of current, nullified, and rejected Policies, as well as Policies undergoing discussion by the Committee.

This record must include:

- a) An accurate and factual record of all Policies, as voted on by the Committee.
- b) The Submitter(s) and Endorser responsible for each Policy.
- c) All amendments (past and present) of any Policies that have been amended.
- d) An objective summary of the changes that took place with each amendment.
- e) The Amenders and Endorser responsible for each amendment.

## **14.9 Restriction of Policy**

All Policy is restricted by certain terms, and is to be held below the Constitution. Policy may not:

- a) Contradict or nullify anything set forth in the Constitution, or
- b) Contradict or nullify anything set forth in any rules or regulations the Constitution is restricted by. See the section "Limit of the ComSSA Constitution".

## **14.10 Mandatory Policies**

In order to ensure proper operation of the Club, certain Policies are required.

### 14.10.1 Spending Policy

The Spending Policy defines and regulates the use of funds by the Committee.

The Treasurer must appear as a Submitter on the initial Spending Policy, and an Amender on any amendments.

The Spending Policy must enact the following clauses:

- a) The assets and income of the Club shall be applied solely in furtherance of its objectives as outlined in the Constitution, and no portion shall be distributed directly or indirectly to the Members of the Club except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.
- b) In the event of the Club being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to the Curtin Student Guild.

## 15 Finances and Records

- a) The Committee shall ensure true accounts are kept of the monies received and expended.
- b) A balance sheet containing a summary of assets and liabilities of the Society together with a statement of income and expenditure for the preceding year shall be made out and submitted to the next Annual General Meeting.
- c) The Society shall inform the Guild of any bank accounts it holds and the signatories of that account.
- d) The authority to access accounts shall rest with the at least two (2) Officers of the Society.
- e) The signatories of the accounts shall be any two (2) of the Officers of the Society.
- f) The accounts shall be open to inspection by the Guild or a member of the Society upon giving reasonable notice to the Treasurer at a time and place at the relevant Curtin campus convenient to the Treasurer.
- g) The income and property of the Society shall be applied solely towards the promotion of the objects of the Society.

- h) No portion of the income or property shall be paid, transferred or distributed directly or indirectly to the members of the Society, provided that nothing shall prevent the payment in good faith or remuneration in return for services actually rendered to the Society.
- i) The Society shall not sell any property without the consent of the Guild.
- j) Minutes of all meetings shall be open to inspection by any member or the Guild at a time and place convenient to the Secretary.
- k) The Constitution shall be open to inspection by the Guild or any member upon giving reasonable notice to the Secretary at a time and place at the relevant Curtin campus convenient to the Secretary.
- l) If upon the dissolution or winding up of the Society there remains any properties whatsoever after the satisfaction of all debts and liabilities, the same shall not be distributed among the members of the Society, but shall be given or transferred to the Guild.

## 16 Miscellaneous

- a) The Society shall be affiliated as a Student Society with the Student Guild.
  - (a) In the event of the dissolution of the Society, the assets, accounts and records of the Society shall be turned over to Guild or at the Guild's approval shall be turned over to any Society of similar objectives to the dissolved entity.
  - (b) The Society shall not seek to loan, to give loans, to borrow or to enter into any form of written agreement with any person, body or organisation without the prior consent of the Guild.
  - (c) The Society shall meet any requirements made by the Guild Council.
  - (d) The Society shall inform the Guild President immediately in writing of any liabilities or possible liabilities that it may incur that may in any way become the ultimate responsibility of the Guild.
  - (e) The Society shall seek approval from the Guild Council for any intending action of the Society that may result in the possible liability of the Guild.
  - (f) The Society is bound by all the Rules, Regulations and other provisions specified by the Guild.

(g) Failure of the Society or its representatives to fulfil the obligations of the society as outline in the clauses above shall result in the Guild and its representatives being indemnified by the affiliate against any action, liability or possible consequences that may occur.

(h) The Society shall always represent Curtin University and the Guild in a positive light.

(i) The Society shall abide by all Guild and Curtin University Policies.

(j) The Society or an Officer of the Society may be referred and be subject to the Discipline Committee of the Guild for acts of misconduct. k. In accordance with Statute No.4 Student Guild the Guild Council may assume the care, control and management of the property and financial affairs of any student society, for such period as the Guild Council thinks fit;

## 17 This Constitution

a) This Constitution shall be subject to the Guild Statute Book and where an inconsistency occurs the Statute Book shall prevail.

b) Where a dispute arises regarding a matter under this constitution it may be referred to the Guild Executive Committee for resolution. The decision of the Guild Executive Committee shall be final.

c) No alteration, addition or amendment of this Constitution shall be made unless and until carried by a resolution at any General Meeting called for such purpose by a majority of three fourths (75%) of the members present.

d) No such amendment shall have any force until the proposed change has been approved by the Guild Executive Committee.

e) Notice of any proposed alteration, addition or amendment shall be given with seven (7) days notice to all members.

f) The Society may, at any time, with the consent of the majority of three fourths (75%) of the members present at a General Meeting called for the purpose, be dissolved.

g) Such dissolution is to be notified to the Guild in writing.

h) This Constitution was accepted by three fourths (75%) or greater of the voting members present at the General Meeting, as per the information and details as listed on the Student Society Registration Form.