

*Constitution of*

# The Adelaide University Swing Dancing Club

*Revision 2.0, December 2014*

## Revision Table

Version	Date	Author	Changes
1.0	Sept 2011	Ian Knight, Serrin Prior	Created Constitution from the Pro-Forma constitution provided by the Clubs Association.
1.1	Nov 2013	Ian Knight	Updated affiliation Committee requirements.
2.0	Dec 2014	Kelli Staite	Rewrite

## I. Name

1. The name of the unincorporated Association is 'The Adelaide University Swing Dancing Club', referred to herein as 'the Association'.
2. The Association may also be referred to as 'The AUSDC', or just 'AUSDC'.

## II. Definitions

1. 'Committee' shall mean the Committee of management of the Association
2. 'General Meeting' shall mean a General Meeting of members of the Association convened in accordance with these rules
3. 'Member' shall mean a member of the Association
4. 'Special resolution' shall mean a resolution of which every member has received fourteen days notice
5. 'Month' shall mean a calendar month.
6. 'AUU' shall mean the Adelaide University Union
7. 'University' shall mean the University of Adelaide
8. 'Resolution' shall mean a motion passed at a meeting by more than half of those that are permitted to vote.
9. 'Absolute Majority' shall mean more than half of those that are permitted to vote.
10. 'Two-Thirds Absolute Majority' shall mean more than two thirds of those that are permitted to vote.
11. 'GM' shall mean a General Meeting of the Association
12. 'AGM' shall mean the Annual General Meeting of the Association.
13. 'Academic year' shall mean the current academic year of the University.
14. 'End of the Academic year' shall mean the date of the first day after the last exam for semester 2, not including supplementary exams, at the University.

## III. Objectives of the Association

The objects of the Association are:

1. To foster learning and teaching of swing dances (and related dances) by and for students of the University;
2. To provide students with skills necessary to dance socially and integrate with the swing community (and related dance communities);
3. To provide affordable classes, events and activities for students to achieve the above aims;
4. To have fun!

Related dances of swing dance include, but are not limited to, Blues dancing.

## IV. Affiliation

1. The Association shall be primarily affiliated and/or registered as applicable with the governing body of clubs at The University of Adelaide.
2. The Association may also be affiliated with other entities as determined at an AGM or SGM of the Association.

## V. Membership

1. A person is a Member if they have complied with the terms of membership as declared by the Committee.
2. Membership may be granted at any time and lasts until the end of O'Week in the following calendar year.

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3. A register of Members must be kept and contain:
  - a. Names
  - b. Email addresses
  - c. Any other details that the Committee determines as necessary.
4. A person ceases to be a Member:
  - a. Upon receipt by the President or Vice-President of a letter of resignation
  - b. For reasons of misconduct, upon a motion at a Committee meeting approved by a Two-Thirds Absolute Majority of the Committee members.

## VI. The Committee

1. The Committee shall consist of
  - a. President
  - b. Treasurer
  - c. Secretary
  - d. Not less than 2 and up to 5 additional committee members
2. A Committee member may hold multiple positions, providing that the president and treasurer are not the same member.
3. The president and treasurer must both be registered as students of the University of Adelaide for the period of at least one (1) semester during the main academic year of their appointment.
4. The first Committee of the Association shall be appointed from the promoters of the Association. The first Committee shall hold office until the first annual General Meeting. All Committee positions shall be subject to re-election at each AGM.
5. A retiring Committee member shall be eligible to stand for re-election without nomination. No other person shall be eligible to stand for election unless a member of the Association has nominated that person before the closure of nominations at the AGM.
6. All members of the Committee shall assume office at the committee meeting outlined in section VIII.4.d.
7. In the event a Committee position becomes vacant, the Committee may appoint, by Absolute Majority, a member of the Association to fill this position.
8. A person ceases to be a Committee member:
  - a. upon receipt by the President or Vice-President of a letter of Resignation;
  - b. for reasons of misconduct, upon a motion at a Committee meeting approved by a Two-Thirds Absolute Majority of the remaining Committee members.

## VII. Powers and duties

1. The control of assets belonging the Association is vested in the Committee. These assets are to be used in accordance with the objectives of Association as the Committee deems fit.
2. The President shall act on behalf of the Association between meetings. The Committee is responsible for assisting the President in the day to day running of the Association.
3. The Committee is responsible for the interpretation of the Constitution in the best interests of the Association.
4. Finances
  - a. The income and capital of the Association shall be applied exclusively to the promotion of its objectives 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 Association.
  - b. There shall be a bank account of the Association.
  - c. The President and Treasurer shall be the signatories of the bank account.
  - d. Accounting records that are necessary to correctly record and explain the financial transactions of the Association shall be kept.

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- e. The financial records of the Association shall be made available to the governing body of clubs when requested.
- f. Any expenditure over \$500 must be approved by Resolution of the Committee.

### VIII. Meetings

1. The President, and in their absence the Treasurer, shall be the chair of all meetings.
2. The Secretary shall take minutes of every meeting. In the event that the Secretary is absent, the Committee will nominate a Committee member to take minutes. Minutes must be accepted at the following meeting.
3. Accepted minutes from Committee Meetings are to be made available to all members in a timely manner.
4. Committee Meetings
  - a. The Committee shall meet together for the dispatch of business as required.
  - b. A quorum for a meeting of the Committee is one more than half of the members of the Committee.
  - c. All Committee decisions shall be made by Resolution of the Committee.
  - d. There must be a Committee meeting held between the AGM and the end of the calendar year to facilitate the transition of the Committee-elect following the AGM.
5. General Meetings
  - a. The Committee may call a GM of the Association at any time.
  - b. Upon receiving written notice from at least 10 members, the Committee shall call a GM within four weeks.
  - c. All GMs are to be held on the North Terrace Campus of the University of Adelaide.
  - d. All Members shall receive at least fourteen days notice of a GM.
  - e. Notice is said to be given to an Member when an email has been sent by the club to their last known email address.
  - f. The minutes of a GM must be made available to all members.
  - g. A quorum for a GM shall be the lesser of ten members or twenty per cent of all members.
  - h. If a quorum is not met within 30 minutes of the commencement of the GM, the meeting shall lapse. Another GM must be held between 4 and 7 days later. In this case, VIII.5.d only applies to the initial GM.
  - i. Each member is entitled to one vote per motion.
  - j. Only members present may vote at a GM.
6. Annual General Meetings
  - a. The AGM shall be a GM as outlined in VIII.5.c-VIII.5.j
  - b. The AGM shall be held at a time determined by the Committee, between the mid-semester break of semester 2 and the end of the academic year.
  - c. The purpose of the AGM shall be to elect a new Committee for the following academic year, present reports from the President and Treasurer and transact other such business as those present deem appropriate.
  - d. A nomination form for the Committee positions for the following year, created by the Committee, will be made available at the time of the notification of the AGM.
7. Voting
  - a. The positions shall be voted upon in the order they appear in the Regulation regarding Committee positions.
  - b. In any position, if the number of nominees does not exceed the number of positions available, nominees are declared elected unopposed.
  - c. Where the number of nominees exceeds the number of positions, an election must be held.

## IX. Policies

1. There shall be a Safer Spaces Policy of the Association.
2. The first Safer Spaces policy shall be decided by Absolute Majority vote of the Committee at a Committee meeting that has quorum.
3. At a Committee Meeting, the Committee may, by Absolute Majority, instate a Complaints and Grievances policy for any of its events, classes or activities, or for the day-to-day running of the club. If there is no such written policy, the President, on behalf of the Committee, shall address all complaints and grievances.
4. At a Committee Meeting, the Committee may, by Absolute Majority, instate a Teaching Policy. This policy may include, but is not limited to, who can teach, conduct during class, pay levels, training requirements, and expectations of material to be taught.
5. Changes to these policies can be made by Absolute Majority vote of the Committee at a Committee meeting that has quorum.
6. The Complaints and Grievances Policy and the Teaching Policy can be dissolved by Absolute Majority vote of the Committee at a Committee meeting that has quorum.

## X. Alterations of the Constitution

1. The registered rules shall bind the association and every member to the same extent as if they agreed to be bound by all of the provisions thereof.
2. This constitution may only be changed by a motion carried by Resolution at a GM.
3. Notice of the GM must inform members of the proposed changes.
4. An alterations history shall be maintained with all alterations to be recorded.
5. Correction of typographical errors, changes in punctuation, numbering, formatting, and the maintenance of cross-references and the history are considered to be purely administrative alterations, and may be performed by Resolution of the Committee.
6. The alteration shall be registered with governing body of clubs as required by its rules.

## XI. Dissolution

1. The association may be dissolved at a GM by an Absolute Majority of Members.
2. Notice of the GM must inform members of the proposed dissolution.
3. In the event of the Association being dissolved, any monetary assets remaining after satisfaction of all debts and liabilities shall be transferred to a charity most consistent with the aims of the Association, as decided by the Association at the GM.