



**Constitution**  
**of the**  
**Australian National**  
**University International**  
**Relations Society**  
**(ANU IR SOC)**

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## **I PREAMBLE**

It is the intention of this Constitution to place initiative and decisions with the elected officers of the Australian National University International Relations Society and with the membership body generally. It aims to safeguard flexibility of organisation whilst providing the necessary machinery to allow effective operation.

## **II AIMS AND OBJECTIVES**

The aims and objectives of the Australian National University International Relations Society are to:

- (1) Promote the academic study of International Relations and Politics in the University environment;
- (2) Facilitate the interaction of International relations students with each other in order to support each other, and enhance the learning experience;
- (3) Give a social setting for those studying International Relations to further the enjoyment of study and allow them to interact with future colleagues and/or employers.

### **III DIVISION ONE: DEFINITION AND COMMENCEMENT**

#### ***A Part A: Definition***

1. A reference to the “Academic Year” is a reference to the academic year of the Australian National University in the relevant calendar year.
  
2. A reference to
  - (a) Term;
  - (b) Teaching Period;
  - (c) Semester;
  - (d) Term break;
  - (e) Semester Break;
  - (f) Examination Period;
  - (g) Vacation Period;is a reference to that period set aside by the Australian National University for the relevant period.
  
3. “Executive,” is a reference to the Executive Committee of the Society
  
4. “General Meeting” is a reference to an Ordinary General Meeting, Extraordinary General Meeting or Annual General Meeting of the Society
  
5. “Society,” is a reference to the Australian National University International Relations Society

#### ***B Part B: Commencement***

6. This Constitution shall commence and take full effect upon ratification by the Full Members of the Society.

#### IV DIVISION TWO: MEMBERSHIP

7. A person may either be
  - (a) a Full Member; or
  - (b) an Associate Member of the Society.
  
8. A Full Member is a person
  - (a) who is an ordinary member of Australian National University Students' Association or Australian National University Postgraduate and Research Students' Association;
  - (b) who has paid an annual fee to the Society for the relevant year
  - (c) who paid the fee seven (7) days or more ago
  
9. The amount of the annual fee to be paid by a Full Member is to be determined by the Executive at their discretion. The annual fee remains unchanged unless such a determination is made.'
  
10. No student shall be refused membership of the Club, or charged a higher membership fee of the Club, or have their membership rights in any other way restricted, purely by virtue of their status as either an undergraduate, postgraduate or research student.
  
11. An Associate Member must:
  - (a) be approved by the Society's Executive;
  - (b) have paid an annual fee to the Society for the relevant year.
  
12. Associate members are
  - (a) ineligible to vote at any Meeting of the Society
  - (b) may be charged a higher membership fee of the Society;
  - (c) may be charged a higher fee to attend events staged by the Society; but otherwise have the same rights as full members.
  
13. Any Full or Associate Membership may be suspended or withdrawn by a resolution carried by a two thirds majority of the full members present and voting at a General Meeting of the Society.

14. A roll recording the name and membership number of all Society members, and the Student Number of all Full Members, shall be held and kept up to date by the Executive, and shall be made available to the Committee upon request.
  
15. A General Meeting may vote to grant life membership to any person as part of a motion with or without notice, making that person a Life Member;
  - (a) A Life Member does not need to pay an annual fee to the Society;
  - (b) A Life Member is also a Full Member if he or she is an ordinary member of the Australian National University Students' Association or the Australian National University Postgraduate and Research Students' Association;
  - (c) Otherwise a Life Member is an Associate Member;
  - (d) It shall be the responsibility of the Vice President Administration to track Life Members;
  - (e) Life membership shall be assumed to have been granted to all persons who no longer serve on the Executive who once served on the Executive, unless contrary evidence exists.

## V DIVISION THREE: THE EXECUTIVE

16. The Society's Executive shall consist of at least four (4) office-bearers.
17. The following positions are permanent ("the Trustees")
  - (a) President
  - (b) Vice President-Administration
  - (c) Treasurer
  - (d) Careers Officer/s
  - (e) Diplomatic Liaison Officer/s
  - (f) Education Officer/s
  - (g) General Representative Committee Officer/s
  - (h) Social Officer/s
  - (i) Social Media Officer
18. The Executive may increase the number of office-bearers in the Executive as it sees fit.
19. A list of office-bearers must be attached to this Constitution (see Schedule A).
20. An office-bearer must be a Full Member of the Society at the time of election.
21. If an officer-bearer
  - (a) had resigned by notice in writing to the President, or in the case of the President to the Secretary; or
  - (b) loses office in accordance with the provisions of Division Eleven; a by-election must be held within two (2) weeks, excluding Vacation Periods, of the date upon which the office is vacated.
22. A quorum of the Executive consists of (whichever the greater) half the number of Office-Bearers or at least three of the number of Office-Bearers
23. The President, or in the absence of the President, the Vice President, must chair an Executive Meeting.

24. Any trustee may call an Executive Meeting at any time.
25. There must be at least one (1) Executive Meeting each term.
26. Notice of any Executive Meeting must be communicated at last 24 hours prior to such meeting being held.
  - (a) Valid communication consists of, at a minimum, the Executive being notified.
  - (b) All Executive Meetings are open to members of the Society.
27. A meeting of the Executive may be held in camera
  - (a) upon motion being put to an Executive meeting by any office-bearer of the Executive;  
and
  - (b) such motion as put under paragraph (a) being carried by a majority of the officebearers present at that Executive meeting.
28. The Executive, by majority vote of the officebearers present at a meeting, may at any time permit the presence of any person at that meeting.
29. The Executive shall have the power to do all things subject to the provisions of this Constitution and any other Regulations by which the Society is bound.
30. All members of the Executive, apart from the Trustees, shall seek the approval of at least one Trustee before making any representation or undertaking on behalf of the Society, unless the Executive decides otherwise.
31. All members of the Executive are required to send apologies when absent from Executive Meetings.
  - a. A formal warning will be issued by the President if a member has three absences without notice. If the member misses a fourth meeting without explanation, they will be invited to resign before a Motion of No Confidence is introduced to remove them from their role
  - b. An inability to attend half of Executive Meetings per term will also result in a formal warning



## VI DIVISION FOUR: MEETINGS

32. The Society acts through General Meetings.

33. A General Meeting is any meeting held in accordance with this Division.

### **A Part A: Ordinary General Meetings**

34. An Ordinary General meeting may be called by the President or, in the absence of the President, by the Vice President.

35. Notice of all Ordinary General Meetings must be posted upon the Society's website and communicated to Society members via email at least seven (7) days prior to such meeting being held.

36. A copy of the Agenda of an Ordinary General Meeting must be placed on the Society's website at least 24 hours in advance of that meeting.

### **B Part B: Extraordinary General Meetings**

37. An Extraordinary General Meeting must be called for if the President or, in the absence of the President, the Vice President received a petition calling for such a meeting

(a) A petition for an Extraordinary General Meeting must

- i. carry the signatures of ten (10) Full Members of the Society
- ii. state the motion to be put to that meeting.

38. The Executive must convene an Extraordinary General meeting within ten (10) days of the presentation of the signed petition.

### **C Part C: Annual General Meeting**

39. The Annual General Meeting must be called by either the President or in the absence of the President, by the Vice President.

40. The Annual General Meeting must be held once a year, not more than fourteen (14) months

after the previous Annual General Meeting.

- (a) Notice of the Annual General Meeting must be placed on the Society's Website and communicated to the Full Members of the Society.

41. A returning officer shall be elected by the full executive no less than fourteen (14) days before the Annual General Meeting.

- (a) The Returning Officer may be a member of the executive, a general member, or an outside nominee
- (b) The Returning Officer may not run for any position on the executive
- (c) The Returning Officer may not nominate or second any person running for a position on the executive.

42. The Annual General Meeting must consider the following matters:

- (a) Apologies;
- (b) Minutes from the previous meeting;
- (c) Matters arising from the Minutes;
- (d) President's Report;
- (e) Treasurer's Report;
- (f) Election of:
  - i. President;
  - ii. Vice President Administration
  - iii. Treasurer
  - iv. Careers Officer/s
  - v. Diplomatic Liaison Officer/s
  - vi. Education Officer/s
  - vii. Social Officer/s
  - viii. Social Media Officer
  - ix. General Representative Committee Officer
- (g) Motions with notice;
- (h) Motions without notice;
- (i) General Business.

## VII DIVISION FIVE: MEETING PROCEDURE

43. All General Meetings must be held in accordance of this Division.
  
44. The President or, in the absence of the President or at the President's discretion, a Deputy elected from the floor must chair the meeting in accordance with ANUSA's Standing Orders (excluding Clauses 1.1 and 1.2), together with any additional or
  - (a) replacement standing orders adopted from time to time by the meeting.'
  - (b) The Chair shall have a deliberative and casting vote.
  
45. All motions without notice must be submitted orally or in writing, to the President or, in the absence of the President, the Deputy, excluding procedural motions.
  - (a) All motions with notice must be received in writing and posted on the agenda by the President at least 24 hours in advance of the meeting.
  
46. A quorum must consist of at least ten (10) Full Members of the Society throughout the meeting
  - (a) If a quorum is not present or is lost during the meeting, the meeting must be adjourned for thirty (30) minutes, until a quorum is formed.
  - (b) If a quorum is not formed within that time, the meeting must be rescheduled and abandoned.
  
47. Decisions of a General Meeting shall be by a simple majority of Full Members present and voting.
  
48. Proxy votes shall not be permitted.

## VIII DIVISION SIX: ELECTIONS

49. All Full Members of the Society have full voting rights in the election of any position requiring election under this Constitution.
50. Nominations for any Office-Bearer position open fourteen (14) days before the date of a scheduled election.
- (a) All nominations must be forwarded to the Returning Officer and close twenty-four (24) hours before the scheduled time of an election
  - (b) Nominations require one (1) seconder.
  - (c) Nominees and seconders must be members of the Society
51. A Full Member who is present at an Election may self-nominate from the Floor.
52. The voting method for any Society election shall be
- (a) In the case of a single office, Secret Preferential Vote
  - (b) In the case of a tie, the executive will choose the office bearer in private consultation.
  - (c) In the case of a multiple office, Secret Hare Clark Proportional Vote.
53. The Returning Officer shall act as the Court of Disputed Returns.
- (a) Any decision of the Court of Disputed Returns is final.
54. Where all or a majority of the Executive or Trustee positions are not filled at a general meeting, the Clubs Council may appoint the remaining positions on an interim basis or dissolve the Club.
- (a) The Club shall, as soon as is practicable, hold another general meeting at which the positions filled by the Clubs Council shall be filled by election or dissolve the Club.
  - (b) Upon failure to elect a majority of Executive positions at the general meeting, not inclusive of those filled by Clubs Council, the Club shall be dissolved.

## **IX DIVISION SEVEN: SUB-COMMITTEES**

55. The Society may, upon a motion with notice, by way of an Executive Meeting, create and elect a Sub-committee for any particular purpose defined by that meeting, and may abolish a Sub-committee by the same means.
56. The meeting creating a Sub-committee under the preceding section must elect one person only to be a Chairperson of that Sub-committee.
57. The Chairperson of a Sub-committee
- (a) must be an Office-Bearer of the Executive
  - (b) must be responsible for the activities of that Sub-committee;
  - (c) subject to the consent of the Executive, has final decision making powers regarding all affairs of the Sub-committee;
  - (d) is responsible to make recommendations to the Treasurer regarding all financial expenditure and income incurred by the Sub-committee
  - (e) May co-opt other persons, including Full Members to their Sub-committee.
58. Nothing in this section divests the Society of the power to direct its affairs by way of an Executive or General Meeting.
59. Each Sub-committee must:
- (a) keep records of income and expenditure incurred by that Sub-committee available for perusal upon reasonable notice by any member of the Society;
  - (b) present a summary of the accounts identified in paragraph to the Treasurer not less than 24 hours in advance of each Executive Meeting, if the financial position of the Sub-committee has changed since the previous meeting.
  - (c) All accounts, reports, summaries of financial statements required by this section must be made in accordance with any regulations determined by the Executive and/or General Meeting from time to time.
60. Any member of the Society may attend a meeting of any Sub-committee.

## **X DIVISION EIGHT: FINANCIAL AFFAIRS**

### **A Part A: Responsibility**

61. The responsibility for the financial affairs of the Society rests with the Executive.
  
62. No member of the Society is personally liable to contribute towards the payment of the debts and liabilities of the Society or the costs, charges and expenses of the winding-up of the Society
  - (a) The assets and income of the Society shall be applied solely in furtherance of its aforementioned objects and no portion shall be distributed directly or indirectly to the members of the Society except as bona fide compensation for services rendered or expenses on behalf of the Society
  - (b) Any other elected representative of the Society who is allocated funds under the Society budget must comply with Division Seven.
  
63. The Treasurer must prepare and present a full financial report to each Executive and General Meeting.
  - (a) The Treasurer must prepare and maintain a full assets register. This must be updated no later than 24 hours before each Executive and General Meeting
  - (b) The Treasurer must keep accounts and records available for perusal upon reasonable notice by any member of the Society.
  
64. The Executive may create, maintain and close cheque accounts in the name of
  - (a) the Society; or
  - (b) a Sub-committee of the Society established in accordance with the Constitution.
  
65. Where no separate account exists in the name of a Sub-committee any requisition for funds by that Sub-committee must be
  - (a) made to the Treasurer of the Society; and
  - (b) accompanied by a written authorization from the Chairperson of that Subcommittee.
  
66. The Treasurer must open and close all bank accounts in accordance with the directions of the Executive.

**B    *Part B: Finance Updates***

67. Preparation of an annual Finance Update is the responsibility of the Treasurer of the Society acting with the advice and consent of the Executive;

**C    *Part C: Expenditure***

68. An Executive or General Meeting may not entertain any motion involving expenditure and income unless it is a motion with notice and has been given in the agenda for the meeting.

- (a) Any notice of motion must state the maximum amount involved by that proposed expenditure.
- (b) All accrual and expenditure of unbudgeted income by the Executive must be reported to the next Executive or General Meeting after the accrual or expenditure.

## **XI DIVISION NINE: DISSOLUTION OF THE SOCIETY**

69. The Society may be wound up voluntarily if the Society has, by special resolution at a General Meeting, resolved that it be wound up.
70. A motion proposing that the Society be dissolved must be posted on the Society's Website and communicated to the Full Members of the Society and at least fourteen (14) days in advance of the General Meeting at which it is to be considered; and placed on the agenda as a special resolution for the General Meeting at which it is to be considered.
71. The special resolution proposed under this section is passed if carried by a three-quarter majority of Full Members present and voting at that General Meeting
72. The Society will be automatically wound up if it ceases to operate due to no members being elected to the office bearer positions and the Society ceases to function through natural attrition.
73. In the event of the Society being dissolved, any assets, property, funds or money remaining after such dissolution and the satisfaction of any debts and liabilities shall be transferred to the ANU Students' Association.



## **XII DIVISION TEN: THE CONSTITUTION REVIEW AND INTERPRETATION**

74. The first Executive Meeting of an Academic Year must elect a Constitutional Review Manager to review the Constitution.
75. The duties of the Constitutional Review Manager elected include, but are not limited to:
- (a) proposing amendments to the Constitution; and
  - (b) drafting proposed amendments to the Constitution; and
  - (c) distribution, at the start of each Academic Year but before the Annual General Meeting for that year, a copy of the Constitution incorporating all amendments up to the time of distribution to the Executive;
  - (d) retaining a copy of the Constitution incorporating all amendments for perusal or copying by any Ordinary Member of the Society;
  - (e) posting a copy of the Constitution on the Society's Website
  - (f) advising the Executive and Chair of the General Meeting on matters of interpretation of this Constitution, subject to the authority of the General Meeting.
76. If for any reason the Constitutional Review Manager position cannot be filled by the Executive or the general membership body, the position shall revert to the President (5)
77. Any member may draft and propose and amendment to this Constitution
78. A motion proposing an amendment to the Constitution must be
- (a) communicated to the full membership body at least seven (7) days in advance of the General Meeting at which it is to be considered; and
  - (b) placed upon the agenda for the General Meeting at which it is to be considered.
79. A motion proposing total revocation of this Constitution must be entertained by a General Meeting provided that
- (a) Notice of such motion has been communicated to the full membership body at least seven (7) days in advance of the General Meeting at which it is to be considered; and
  - (b) A copy of the proposed new Constitution is communicated to the full membership body, at least (7) days in advance of the General Meeting at which it is to be considered.
80. Only a General Meeting has the power to amend or revoke this Constitution

- (a) A motion proposed under this section is passed if carried by a two-thirds majority of the Full Members present and voting at that General Meeting.
- (b) Notwithstanding this section, any tabled motion to amend or revoke the Constitution may be amended by simple majority of Full Members present and voting at the Meeting at which the motion is considered.

81. Where an amendment to the Constitution to create an Office Bearer position is proposed:
- (a) If the amendment is passed, the position shall be open to nominations from the floor at the General Meeting, contrary to requirements elsewhere in this Constitution with regards to how and for how long the position should be advertised;
  - (c) Written nominations for the position must be accepted by the Secretary from the moment that the amendment is proposed, though the position does not at that time exist
47. The Constitution must be interpreted by the Constitutional Review Manager, subject always to the authority of the Executive and/or General Meeting.

82. No amendments to this constitution shall be validly enacted except where the Clubs Council Executive is given notice by email of the amendment at least five (5) days prior to the moving of the amendment. The email shall request an interpretation as to whether the proposed amendment will affect the continued eligibility of the club for re-affiliation.”

83. Any interpretation of the constitution or the resolution of any dispute under it may be appealed to the Association Clubs Council Secretary. The decision of the Clubs Council Secretary may be appealed by the means set out in the constitution and regulations of the Association.

### **XIII DIVISION ELEVEN: SANCTIONS**

84. Failure to comply with the provisions of this Constitution renders the person or persons upon whom the responsibilities or obligations are placed by this Constitution liable to a motion of No Confidence at a General meeting.
85. A Motion of No Confidence may be moved at a General Meeting for any other reason. A majority of the Full Members must be present
86. The Motion of No Confidence when carried renders the position or positions vacant
- (a) If a Motion of No Confidence in an office bearer of the Executive is passed in accordance with section 48, another General Meeting must be held within two (2) weeks to reconsider the motion
  - (b) If and when such meeting affirms the Motion of No Confidence by two-thirds majority of the Full Members present and voting the position of the Office-Bearer becomes vacant.

### **XIV DIVISION TWELVE: PATRONS AND SPONSORS**

87. A General Meeting may appoint Patron/s of the Society.
88. The Treasurer may negotiation sponsorship deals with organisations external to the Australian National University, provided
- (a) A motion is passed at a General Meeting deeming the organisation's agenda to be consistent with the aims of the Australian National University International Relations Society.

## **XV DIVISION THIRTEEN: AFFILIATION**

89. This Club/Society is affiliated with the Clubs and Societies Committee of the ANU Students' Association and the Postgraduate and Research Students' Association and anything in this Constitution which is inconsistent with the ANU Students' Association Clubs and Societies Regulations is null and void to the extent of inconsistency

## **XVI DIVISION FOURTEEN: NON-PROFIT**

90. The assets and income of the Club/Society shall be used only for the promotion of the Club/Society's objectives and no portion may be paid or transferred directly or indirectly to members of the club except as:

- (a) Bona-fide remuneration for services rendered by the members to the Club/Society
- (b) Repayments of expenses incurred on behalf of the Club/Society
- (c) Bona-fide rent for premises let to the Club/Society

## **XVII SCHEDULES**

### **A *Schedule A***

List of Office-Bearers in the Australian National University International Relations Society:

- (a) President
- (b) Vice President-Administration
- (c) Treasurer
- (d) Careers Officer/s
- (e) Diplomatic Liaison Officer/s
- (f) Education Officer/s
- (g) General Representative Committee Officer/s
- (h) Social Officer/s
- (i) Social Media Officer