

# **Surveying and Spatial Information Systems Postgraduate Society Constitution**

## **1. INTRODUCTION**

1.1 The official name of the society shall be:

**Surveying and Spatial Information Systems Postgraduate Society**  
School of Surveying and Spatial Information Systems  
University of New South Wales

1.2 The Society shall be affiliated to the University of New South Wales Student Guild.

1.3 The aims and objectives of the Society are:

- a. To represent all postgraduate students within the School of Surveying and Spatial Information Systems at the University of New South Wales.
- b. To unite members of the Society by providing opportunities to socialise and participate in academic and non-academic activities.
- c. All members of the Society are expected to support each other and especially, all student members through the course of their postgraduate studies.

1.4 During the course of affiliation, the Society shall comply with any requirements of the CASOC Standing Committee of the University of New South Wales Student Guild.

1.5 In all matters not specifically dealt with herein, the procedures set out in Guide for Meetings and Organisations by N. E. R. Renton (5<sup>th</sup> Edition) shall apply.

1.6 For the purposes of this Constitution:

- 1.6.1 the School shall mean the School of Surveying and Spatial Information Systems at the University of New South Wales;
- 1.6.2 the University shall mean the University of New South Wales;
- 1.6.3 the Student Guild shall mean the University of New South Wales Student Guild;
- 1.6.4 the CASOC Standing Committee shall mean the CASOC Standing Committee of the Student Guild;
- 1.6.5 Tharunka shall mean the official publication of the Student Guild;
- 1.6.6 Blitz shall mean the official publication of the University Union;
- 1.6.7 re-affiliation shall mean re-affiliation with the Student Guild;
- 1.6.8 members shall mean full members of the society;
- 1.6.9 associate members shall mean associate members of the Society;
- 1.6.10 the executive shall mean the executive of the Society;
- 1.6.11 The Annual General Meeting shall mean the Annual General Meeting of the Society;
- 1.6.12 an academic day shall mean a day during the first or second session of the University's academic year which is not a Saturday, Sunday, Public Holiday or University Holiday;
- 1.6.13 the Sports Association shall mean the Sports Association of the University;
- 1.6.14 Subjects shall mean units of study offered by the University in progression to the award of a degree.

1.7 Unless a contrary statement appears in Section 7 of this Constitution, the society shall be bound by all clauses in Section 2 to Section 6 of this Constitution.

## **2. MEMBERSHIP**

- 2.1 The list of members of the society are to remain with the executive and CASOC Department to have sole access. Society lists are not to be given or sold to any other person. Breaches of this guideline will cause an expulsion motion to be moved against your executive and the matter will be reported to the University Security and the Police.
- 2.2 Full membership of the Society shall be open to students who are enrolled all the postgraduate programs under the jurisdiction of the School. They shall not be required to pay any membership fee, but will have to sign their consent on an annual membership list.
- 2.3 Associate membership shall be open to all persons who are not members of the Student Guild, and those members of the student guild who are not enrolled in subjects under the jurisdiction of the School provided they pay a membership fee that is set by the Society Executive, and they complete a membership form prepared by the Society Executive.
- 2.4 The duration of a person's membership shall be until the Society's next Annual General Meeting after they have become a member, or until Week One in Session One of the University Year after they have become a member, whichever is the later.
- 2.5 Notwithstanding clause 2.7, a member of the Society Executive may have their position declared vacant according to the procedures set out in Section 3.5.
- 2.6 Notwithstanding clause 2.7, a member or associate member of the Society may have their membership terminated after the following procedure is followed:
  - 2.6.1 a motion is carried by the Executive, or the Executive is petitioned by fifteen (15) members to instigate impeachment proceedings;
  - 2.6.2 the members of the Society are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 4.2;
  - 2.6.3 the member concerned is notified in writing of the procedures and reasons for proceedings at least five (5) academic days prior to the meeting;
  - 2.6.4 the member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting;
  - 2.6.5 the motion is carried by the Extraordinary General Meeting.
- 2.7 Any member of the Society or Society Executive who believes they have been wrongly expelled may appeal to the CASOC Standing Committee, who will arrive at the final resolution of the matter.

## **3. EXECUTIVE**

- 3.1 The Executive of the Society shall be elected from the full members at the Annual General Meeting and shall consist of at least:
  - 3.1.1 a President;
  - 3.1.2 a Secretary;
  - 3.1.3 a Treasurer;
  - 3.1.4 a CASOC Delegate.
- 3.2 Other executive positions deemed the CASOC Standing Committee might elect necessary by the Society Executive at the Annual General Meeting subject to ratification.
  - 3.2.1 One member is permitted to hold two executive positions, provided that a minimum of four different members shall remain on the executive at all times.

3.2.2 Job sharing of any executive position is not permitted.

3.3 The Executive shall be responsible for the following duties:

3.3.1 The activities of the Society,

3.3.2 The finances of the Society.

3.4 The Executive is at all times bound by the decisions of a society Annual or Extraordinary General Meeting.

3.5 Any member of the executive shall have their position declared vacant if they:

3.5.1 die;

3.5.2 cease to be a member of the Society;

3.5.3 cease to be a member of the Student Guild;

3.5.4 are absent from any three (3) consecutive meetings of the Society without apology or leave.

3.6 Any vacancy on the Society executive must be filled at an Extraordinary General meeting, via the procedures outlined in Section 4.2.

### 3.7 DUTIES OF THE PRESIDENT

- a. To chair all Society, Committee, General and Annual General Meetings (held during the calendar year) of the Society.
- b. To oversee and coordinate the activities and administration of the Society.
- c. To ensure that the elected officers of the Society perform duties as laid down by the Society's constitution, through regular e-mail updates, regularly advertised meetings, reports and notices and/or regular newsletters.
- d. To ensure that all other tasks necessary for the running of the activities of the Society are performed, properly either by doing them or delegating the duties.
- e. To have thorough knowledge of the society's constitution.
- f. To plan the coming year's activities.
- g. To act as official spokesperson for the society.
- h. To arrive at a membership fee.
- i. To liaise with fellow office bearers.
- j. To acquaint each committee member with their function, responsibility, duties and maintain personal contact with them.
- k. To liaise with CASOC officers, CASOC standing committee, activities coordinator and departments of the University where necessary.
- l. To ensure that an "Application for Affiliation" form accompanied by the minutes of the most recent Annual General Meeting and an updated membership list is submitted to the CASOC Department.
- m. To ensure that the Treasurer submits a financial report to the Society at the AGM and to the activities coordinator and that they have the society's finances in good order in preparation for spot audits by the CASOC Department.
- n. To ensure that the activities coordinator is informed of changes to the executive
- o. To pass on their knowledge to their successor.
- p. Other duties as in accordance with the constitution of the society's guidelines.

### 3.8 DUTIES OF THE SECRETARY

- a. To be responsible for receiving and replying to all correspondence on behalf of the Society.
- b. To organise meetings, agendas (with consultation with the President), and minutes.

- c. To keep relevant Society papers in order.
- d. To coordinate elections.
- e. To maintain the membership list up to date.

### 3.9 DUTIES OF THE TREASURER

- a. To keep and maintain all the Society financial records
- b. To hold cheque books, petty cash tins etc.
- c. To keep the Society informed of its financial position (at meetings, through regular e-mail reports, or regular newsletters)
- d. To carry out financial transactions as directed by the Society management.
- e. To not lend money, under any circumstances to yourself, Society members or other Societies.
- f. To always ensure that the records are up to date and in good order so that if they are otherwise unable to continue in that capacity someone else can easily take over.
- g. To not put the Society in debt that cannot be repaid. But endeavour to match costs and income as closely as possible.
- h. To always insist on a receipt or docket to validate any expenditure by the Society. To pay all accounts by cheque. To always enter the payees name, the cheque amount and a brief explanation of the payment on the cheque butt.
- i. To always provide a receipt to a person who gives money to the Society for any reason and bank all money received IMMEDIATELY.
- j. To ensure you have at least two and not more than three signatories who are executive members to the cheque account.
- k. To ensure that Society funds are not misused at any time.
- l. To ensure that when smaller amounts of money are spent, (petty cash) a receipt or docket must be obtained.

### **UNDER NO CIRCUMSTANCES ARE ANY EXPENSES TO BE MET WITHOUT DOCUMENTATION.**

### 3.10 DUTIES OF THE CASOC DELEGATE

- a. To be aware of the CASOC funding system, it's requirements and it's possibilities for the Society. (This knowledge can be gained from thorough reading of the CASOC Handbook, and from hands on experience).
- b. To communicate with the Executive before and after each CASOC meeting to pass on information (about grants etc.).
- c. To liaise with CASOC Departments/Activites coordinators and the Society's Executive.
- d. To have a good working knowledge about CASOC forms.
- e. To clear out the Society's pigeonhole in the Student Guild CASOC Resource Centre at least every two weeks.
- f. To attend CASOC meetings or get someone to stand in, or send advance apologies (written note detailing your name, Society, and the date of the meeting you can not attend).

## **4. MEETINGS**

4.1 There shall be one Annual General meeting every calendar year.

4.1.1 The Annual General Meeting shall be held during University session

4.1.2 Notice in the form of an agenda for the annual general meeting shall be no less than five (5) academic days, and is to be:

4.1.2.1 advertised in the Tharunka and/or/Blitz,

4.1.2.2 given in writing to the CASOC Standing Committee,

- 4.1.2.3 given in writing to all Society members, or upon approval by the CASOC Standing Committee, displayed in a way that will guarantee an acceptable level of exposure among Society members.
- 4.1.3 Quorum for the Annual General Meeting shall be fifteen (15) members or one half of the Society's membership, whichever is the lesser.
- 4.1.4 At this meeting:
  - 4.1.4.1 Reports shall be presented by at least the president and the Treasurer,
  - 4.1.4.2 Full financial reports shall be presented and adopted,
  - 4.1.4.3 Constitutional amendments and other motions on notice may be discussed and voted upon.
- 4.1.5 Full minutes of this meeting, including a list of the new executive, written financial reports, and constitutional amendments, shall be forwarded to the CASOC Standing Committee within ten (10) academic days of the meeting.
- 4.2 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 4.2.3.
  - 4.2.1 Extraordinary General Meetings shall be held during University session.
  - 4.2.2 The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for the Annual General Meeting, except that Executive elections will not be held unless specifically notified.
  - 4.2.3 To petition Extraordinary General Meetings, fifteen (15) members or half of the Society's membership, whichever is lesser, must petition the executive in writing.
  - 4.2.4 Such a petitioned meeting must be held within twenty-one (21) academic days, but no sooner than five (5) academic days.
- 4.3 There shall be other general meetings of the Society as the Executive sees fit.
- 4.4 General requirements for all meetings are as follows:
  - 4.4.1 All voting at the meetings shall be with a simple majority required for a resolution to be passed;
  - 4.4.2 Each member is entitled to one vote;
  - 4.4.3 No proxies shall be allowed in any meetings;
  - 4.4.4 In the case of equality of voting the President shall have a casting vote;
  - 4.4.5 Elections for the executive shall use the "first past the post" system;
  - 4.4.6 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting;
  - 4.4.7 Constitutional changes passed at an Annual or Extraordinary General Meeting will not take effect until ratified by the CASOC Standing Committee.

## **5. FINANCES**

- 5.1 The Society shall hold an account with a financial institution on the University campus.
- 5.2 All accounts for the payment must be approved by the Executive.
- 5.3 All financial transactions shall require two signatures, one of which must be that of the Society Treasurer

- 5.4 The Society shall nominate three members of the executive as possible signatories for the account. The CASOC Coordinator and the Guild Sec/Treasurer will also be nominated as possible signatories, but will only participate in the Society's financial activities following a resolution passed by a CASOC meeting.
- 5.5 The financial records of the Society shall be open for inspection by the CASOC Standing Committee at all times.

## **6. DISSOLUTION**

- 6.1 Dissolution of the Society will occur after the following conditions have been met:
  - 6.1.1 An Extraordinary General Meeting is petitioned in writing as set out in 4.2.4;
  - 6.1.2 Procedures for notification as set out in 4.1.3 are followed, and the reasons for the proposed dissolution are included with the notification to the CASOC Standing Committee;
  - 6.1.3 Quorum for the meeting to dissolve the Society shall be twenty (20) members or three-quarters of the Society's membership, whichever is the lesser;
  - 6.1.4 No other business may be conducted at the meeting to dissolve the Society;
  - 6.1.5 After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten minutes set aside for this purpose;
  - 6.1.6 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the Society;
  - 6.1.7 If the motion to dissolve is carried, the CASOC Standing Committee must be notified within ten (10) academic days.
- 6.2 Dissolution of the Society will also occur if the Society has been financially and administratively inactive for a period of eighteen (18) months.
- 6.3 On the dissolution of the Society, the CASOC Standing Committee may begin procedures to recover any property, monies, or records belonging to the Society, which it perceives, would be of use to other CASOC-affiliated Societies. The Society will be given twenty (20) academic days to forward all relevant items to the CASOC Standing Committee before any action is instigated.

## **7. ADDITIONS**

No additions as yet.