

Singapore Campus of James Cook University

Constitution of (Name of Club)

On this day, month, year, this Constitution was ratified by the Executive Committee of (name of club) and the Office of Campus Activities, Singapore campus of James Cook University.

*Fill this portion only if there were amendments made to committee.

On this day, month, year, the Amendment(s) to the Constitution was (were) ratified by the Executive Committee of (name of club) and the Office of Campus Activities, Singapore campus of James Cook University.

ARTICLE I. GLOSSARY

- 1.1** This Constitution shall be known as the “Constitution of (name of club) in Singapore campus of James Cook University”.
- 1.2** This Constitution shall govern (name of club) in Singapore campus of James Cook University.
- 1.3** For the purpose of this Constitution, unless the context indicates otherwise,
- 1.3.1 “Club” or “(preferred short name)” refers to the student organization known as (name of club) in Singapore campus of James Cook University.
- 1.3.2 “University” or “Campus” signifies Singapore campus of James Cook University.
- 1.3.3 “University Authority” or “Management” refers to the administrative staff of Singapore campus of James Cook University insofar as any club in Singapore campus of James Cook University is concerned or affected.
- 1.3.4 “Office of Campus Activities” refers to the staff of Campus Activities of Singapore campus of James Cook University insofar as any club in Singapore campus of James Cook University is concerned or affected.
- 1.3.5 “Bylaws” are regulatory laws created and maintained by the Executive Committee of the Club which apply to all Executive Committee members (as the same may be amended or supplemented from time to time).
- 1.3.6 “General Meeting” or “GM” refers to a meeting of members of the Club.

1.3.7 “Extraordinary general meeting or “EOGM” refers to a meeting of the members of the Club other than the GM.

1.3.8 “Officers” refer to the members of the Executive Committee of the Club.

ARTICLE II. NAME

2.1 The name of this student organization shall be the _____, hereafter referred to as the “Club”. The events organized by the Club shall only be open strictly to JCU students and staff.

ARTICLE III. PURPOSE

The purpose of the Club shall be:

3.1 To organise XXX

3.2 To encourage XXX

3.3 To encourage XXX

ARTICLE IV. CLUB ADVISOR

4.1 The Club shall have an adviser (“Club Advisor”). The Club Advisor must be an academic staff (including full time academic staff and learning support advisers) or full time employee of Singapore campus of James Cook University.

4.1.1 The Club Advisor must be approved by the Associate Director of Student Affairs.

4.1.2 The duties of the Club Advisor will be the following:

- a) Mentor and advise the Club on how best to fulfil its purposes.
- b) Hold members and officers of the Club accountable.
- c) Provide structure for the meetings of the Club and serve as a resource for members and officers during meetings.

ARTICLE V. MEMBERSHIP

5.1 Requirements for Membership

Membership in the Club is open to all Singapore campus of James Cook University students.

5.1.1 Anyone may become a member who:

- a) Is a current enrolled student at Singapore campus of James Cook University.

b) Has a passion for purpose, mission, and objectives of the Club.

5.1.2 Voting members are members who:

a) Have paid the required dues (include if applicable).

b) Have fulfilled the attendance requirements (at least 80 percent attendance).

5.1.3 No academic credit shall be offered for participation and/or membership in the Club.

5.2 Removal of Members

This section outlines the guidelines and protocols for removal of any member, including those in leadership positions.

5.2.1 Grounds for removal of members include:

a) Violation of Singapore campus of James Cook University Policy and/or Student Code of Conduct.

b) In respect of voting members, violation of the Club's standards and/or expectations as follows:

i. Non-payment of dues.

ii. Did not abide by outlined attendance policy.

5.2.2 A member may be removed by the following process:

a) A petition to remove the member shall be submitted to the Executive Committee. A petition must contain the signatures of at least 80 percent of voting members. When a petition is received with all appropriate signatures, the President shall call an EOGM of the Club to decide upon member removal within two weeks after the submission of the said petition.

b) The case/evidence/cause for removal is to be presented by the President at an EOGM of the Club.

c) The member in question shall be provided with an opportunity to defend himself/herself either in person or in writing.

d) Voting is to take place after both cases of accusation/grounds and defence have been made. For a vote for removal to take place, 80 percent of all voting members of the Club must be in attendance at the meeting, and the consent of at least 80 percent of the voting members present at the EOGM is required for removal.

5.3 Appeal of Removal of Members:

Members shall be given an opportunity to appeal the original result of any removal through a certain and specific process.

- 5.3.1 A member may appeal his/her removal. The appeal must be made within 2 weeks from the date of the original vote for removal by requesting the President to call an EOGM of the Club.
- 5.3.2 The President shall notify all members of this EOGM, which is to occur within 1 week and not more than 2 weeks after the date on which the appeal request is received by the President.
- 5.3.3 The decision to repeal the vote for removal shall require 80 percent of all voting members of the Club to be in attendance at the meeting, and the consent of at least 80 percent of the voting members present at the EOGM.

ARTICLE VI. OFFICERS

6.1 Elected Officers in Executive Committee:

The Club shall have an Executive Committee to look after the operations of the Club. The Executive Committee shall comprise the following:

- 6.1.1 Minimum number of Officers is three.
- 6.1.2 Maximum number of Officers is nine.
- 6.1.3 These Officers' roles and responsibilities are to be outlined in detail in the Bylaws.
- 6.1.4 The Officers will be:
 - a) President
 - b) Secretary
 - c) Treasurer
 - d) *(Up to the Club)*
 - e) *(Up to the Club)*
 - f) *(Up to the Club)*
 - g) *(Up to the Club)*
 - h) *(Up to the Club)*
 - i) *(Up to the Club)*

6.2 Qualifications for Holding Office/Leadership Position:

In order to be eligible to hold the office of an Officer, the following qualifications must be met:

- 6.2.1 The candidate must be a voting member of the Club.
- 6.2.2 The candidate must have at least two academic terms ("**Study Periods**") remaining before any one of the following:
 - a) Leaving for James Cook University at the Townsville/Cairns campus,
 - b) Leaving Singapore campus of James Cook University without graduating,

c) Graduating from Singapore campus of James Cook University.

6.2.3 The candidate must have completed at least one academic term at Singapore campus of James Cook University.

6.3 Duties of the Officers:

6.3.1 The President shall be the principal executive officer and shall have the following duties:

- a) To preside at all GMs and Executive Committee meetings.
- b) To call EOGMs of the Club, when required.
- c) To appoint sub-committee chair people subject to the approval of the Executive Committee.
- d) To perform other duties as specified in the Bylaws.

6.3.2 The Secretary shall have the following duties:

- a) To assume the duties of the President in the absence of the President.
- b) To keep a record of all members and activities of the Club.
- c) To keep and distribute minutes of each Executive Committee meeting, GMs, and EOGMs of the Club.
- d) To handle all official correspondence of the Club.
- e) To perform other duties as specified in the Bylaws.

6.3.3 The Treasurer shall hold the position for only two academic terms, and have the following duties:

- a) To assume the duties of the President in the absence of the President and Secretary.
- b) To keep all financial records of the Club.
- c) To prepare and submit financial reports to the Office of Campus Activities at the end of the trimester.
- d) To prepare, review, and approve/disapprove all budget requests for funds (in consultation with the Office of Campus Activities).
- e) To be conversant with and competent in the University accounting procedures and policies.
- f) To handle all monetary matters in regards to the Club.
- g) To perform other duties as specified in the Bylaws.

6.3.4 **Additional Officer(s)/Positions**

- a) To perform duties as specified in the Bylaws.
- b)

6.3.5 **Additional Officer(s)/Positions**

- a) To perform duties as specified in the Bylaws.
- b)

6.3.6 Additional Officer(s)/Positions

- a) To perform duties as specified in the Bylaws.
- b)

6.4 Resignation of an Officer/ Vacancy of office:

- 6.4.1 In the event of a vacancy of the President before the expiration of two Study Periods, the Secretary shall assume the responsibilities of the President until an EOGM is called to elect a new President OR the Secretary shall ascend to the office of the President (and to hold the concurrent position of Secretary) for the remainder of the academic term with the permission of the Associate Director of Student Affairs.
- 6.4.2 In the event of a vacancy of an office (other than the President) before the expiration of two Study Periods, an EOGM shall be called by the President within 1 week of the vacancy to notify all voting members to vote for and elect a new Officer.

6.5 Changes in Officers:

All changes of Officers shall be submitted to the Office of Campus Activities within 2 weeks of such a change. The reason for such change must be stated. This is so that the Office of Campus Activities is kept up to date with the current Officers of the Club.

6.6 Elections:

- 6.6.1 An Officer shall be elected for two Study Periods and shall have one academic term remaining before the graduating academic term of the relevant Officer.
- 6.6.2 There will be no restrictions placed on the number of terms of office an Officer may hold with the exception of the Treasurer. Please refer to 6.3.3 for the details of the duties of the Treasurer.
- 6.6.3 Voting shall be by a show of hands of the voting members present at the GM.
- 6.6.4 Election to office will require the consent of at least 80 percent of the voting members present at the GM.

6.7 School Management Rights:

Office of Campus Activates and/or the Associate Director of Student Affairs hold(s) the right to elect and relieve Officers of their positions in the Club.

ARTICLE VII. MEETINGS

7.1 General Meetings:

A meeting of the members of the Club shall be held as follows:

- 7.1.1 Business meetings of the Club shall be called by the President on the first and last week of the academic term.
- 7.1.2 Non-business meetings for the purpose of instruction, practice, or other activities may be held as often as the Club requires.

7.2 Extraordinary General Meetings:

An EOGM may be convened to transact any business.

- 7.2.1 An EOGM may be called by the President upon three days' notice to the members.
- 7.2.2 The President shall call an EOGM on the request in writing of at least 80 percent of all voting members.

7.3 Quorum:

- 7.3.1 The quorum for business meetings shall be at least 80 percent of all voting members. The meeting cannot be conducted without 80 percent attendance of all voting members.
- 7.3.2 Quorum is not required to hold non-business meetings (such as instruction, classes, or other activities and events).

ARTICLE VIII. BYLAWS

8.1 Establishing of Bylaws:

The Officers will establish the Bylaws that will further govern the affairs of the Executive Committee.

8.2 Effective period:

The effective period of the Bylaws shall be one year (or such longer period as may be determined by the Executive Committee), and the Bylaws may be amended in accordance with Article 8.3 hereof.

8.3 Ratification:

- 8.3.1 Any proposed amendment to the Bylaws before the lapse of one year shall be presented to the voting members at least 2 weeks prior to the meeting at which the vote shall be held.
- 8.3.2 Ratification of an amendment to the Bylaws shall require the consent of at least 80 percent of the voting members present at a regularly scheduled business meeting of the Club.

ARTICLE IX. NON-DISCRIMINATION STATEMENT

9.1 Non-discrimination Statement:

No student is to be excluded from membership or participation on the basis of race, ethnicity, colour, creed, national origin, religion, sex, sexual orientation, gender identity, age, marital status, political affiliation, medical reasons or physical disability unrelated to the purpose of the Club. Discriminatory behaviour regarding organizational activities or the actions of members is a violation of Singapore campus of James Cook University's policy and may be addressed by the Management as inappropriate conduct and handled accordingly.

ARTICLE X. AMENDMENTS

10.1 Amendments to Constitution:

10.1.1 Any proposed amendment to this Constitution shall be presented to the members at least one week prior to the meeting at which the vote shall be held, and shall require the consent of at least 80 percent of the voting members present at the meeting.

10.1.2 The Club shall not amend this Constitution or ratify any proposed amendment to this Constitution without the prior approval in writing of the Office of Campus Activities and/or the Associate Director of Student Affairs.

ARTICLE XI. EFFECTIVENESS

11.1 This Constitution shall take effect upon the approval of Singapore campus of James Cook University. It shall take precedence over all other constitutions, if any, in Singapore campus of James Cook University.

This Constitution was adopted on _____ (Date)

Effective Date: 17/09/2021 (V1.0)

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James Cook University Australia offers pathway, undergraduate and postgraduate programs at the Singapore campus of James Cook University.
CPE and Company Registration No. 200100786K | Period of Registration: 13 July 2018 to 12 July 2022 | James Cook University, Australia CRICOS Provider Code:00117