

CONSTITUTION OF BURTON AND GARRAN HALL RESIDENTS ASSOCIATION, 1983.

1. NAME:

The body established by this constitution shall be called the Residents' Association of Burton and Garran Hall, hereafter referred to as the Resident's Association or R.A.

2. OBJECTS:

The objects of the R.A. shall be to promote and control all sporting and social activities of the members of the R.A. and generally to exercise, administer and control activities of common concern to its members.

3. MEMBERSHIP:

(a) All resident and non-resident members of the hall, whether temporary or permanent, shall be financial members of the R.A.

(b) i. Honorary Life Members will not be liable for the annual subscription or be subject to the disciplinary powers of the Committee.

ii. Honorary Life Members shall be entitled to:

- a. Accommodation at rates normally applicable to members of the R.A.
- b. Attendance at R.A. functions at rates applicable to members of the R.A.
- c. Use of facilities available to ordinary members of the R.A.
- d. Full rights of members at meetings of the R.A.

(c) i. Associate Members will not be liable for the annual subscription or be subject to the disciplinary powers of the committee.

ii. Associate Members shall have full rights of members at meetings of the R.A. except for voting rights.

4. SUBSCRIPTION:

(a) All resident members of the R.A. shall pay within four (4) weeks of coming into residence an annual subscription to be used by the R.A. committee for the purposes of the R.A. Non-resident members shall pay this annual subscription within four (4) weeks of being accepted as a non-resident member. Failure to pay such subscription shall result in exclusion from all privileges of the R.A.

(b) The amount of the annual subscription shall be determined by a General Meeting of the R.A. from time to time provided that a two-thirds majority of those present and voting is obtained in favour of any change in the annual subscription.

5. THE COMMITTEE:

(a) The Committee of the R.A., hereinafter referred to as the "Committee", shall consist of the Chairman, Vice-Chairman and six other members elected as hereinafter provided, and shall include at least one First Year.

(b) Within one week of its election the Committee shall elect a Vice-Chairman, an Honorary Secretary and an Honorary Treasurer from its own members.

- (c) The Committee shall hold office until the end of the Annual General Meeting which shall be chaired by the outgoing chairman..
- (d) If any member of the Committee
  - i. ceases to be a resident student or,
  - ii. by writing signed by him directed to the Secretary or in the case of the Secretary, to the Chairman, resigns his office as a member of the Committee or,
  - iii. is dismissed from his office as a member of the Committee in the manner provided for by Clause 8(e), his office as a member of the Committee shall become vacant.
- (e) A position becoming vacant as under Section (d) above shall be filled by a General Meeting of the R.A. as soon as practicable by the election of one of its members, and the person elected shall, subject to this Constitution, occupy this position for the remainder of the term of office of the Committee member he replaces.
- (f) i. The Chairman of the R.A. shall chair R.A. and R.A. Committee meetings, act as spokesman of the R.A. and co-ordinate the activities of the Committee.
  - ii. The Vice-Chairman shall carry out the functions of the Chairman at such times as the Chairman is unable to do so.
  - iii. The Secretary shall deal with all correspondence of the Residents' Association and keep account thereof, and be responsible for all minutes relating to the R.A. and the R.A. Committee, and shall make them available to any member of the R.A. for perusal at any reasonable time.
- (g) The Committee shall hold office subject to sections 5(d) and 8 of this constitution.
- (h) Committee Meetings shall be held at the discretion of the Chairman and at least three (3) times per term with the provision that the Secretary shall call a special meeting of the Committee upon receipt of a written request signed by at least twenty-five members of the R.A.
- (i) Committee meetings shall at all times be open to all members of the R.A.
- (j) No member of the R.A. may hold more than one Committee position concurrently.
- (k) i. Sub committees shall organise activities and functions for R.A. members.
  - ii. Nominations for persons to such sub-committees will be called for by the proposer for a sub-committee by a notice on the R.A. notice board for seven (7) days prior to the first meeting thereof.
  - iii. At its first meeting the sub-committee shall determine its terms of reference and elect officers.
  - iv. After the first meeting of any sub-committee, the elected Chairman shall present the terms of reference and a list of officers to the R.A. Secretary. Upon receipt of such notice, the sub-committee shall be properly constituted, provided it does not conflict with the provisions of this Constitution or encroach on the terms of reference of any previously constituted sub-committee.
- (l) Any conflict which may occur between the R.A.C. and a sub-committee shall be resolved by the R.A. at a General Meeting within ten (10) days of the conflict arising.
- (m) Within a fortnight of its election the Committee shall appoint four (4) members of the Hall to be its representatives on the Central Block Committee, at least two of whom must be members of Burton and Garran Hall R.A.C.

6. FUNCTIONS AND POWERS OF THE COMMITTEE.

(a) Functions.

- i. To afford a recognised means of communication between the Residents' Association and the Warden.
- ii. To promote the social life of the members of the R.A.
- iii. To represent the members in matters affecting their interest.
- iv. To organise general gatherings of members.
- v. To take such steps as may be deemed necessary to secure good order and discipline within the Hall.

(b) Disciplinary Powers.

- i. To impose a fine not exceeding ten dollars (\$10) for any one offence upon a member of the R.A. who has committed a breach of discipline.
- ii. To refer any breach of discipline to the Warden.

Provided that

- iii. When the Committee fines a person the Chairman must advise the Warden both of the amount of the fine and of the reasons for its imposition.
- iv. A member fined by the Committee may appeal to the Warden within thirty-six (36) hours, against the Committee's decision.

(c) Disciplinary Proceedings.

- i. Disciplinary action against any member shall be initiated by the Secretary with the concurrence of the Chairman, upon being informed of the alleged commission of an offence by that member.
- ii. The Secretary shall deliver to such member as referred to in Clause (c)i above, a written notice requesting that member to appear before a meeting of the Committee held to enquire into the matter should he wish to defend his alleged action, towards which end he shall have the right to produce witnesses and evidence in his own defence. In the event of non-attendance by that member, the enquiry will be held, and should it be found that the alleged breach of discipline is proven, a fine will be imposed in his absence.
- iii. In all cases the member concerned has a right to be assisted by a reasonable number of advisers.
- iv. The Committee shall in each case determine its own procedure.
- v. Appeals against the Committee's decision may be made subject to subsection (b)iv.

7. FINANCES.

- (a) The Treasurer shall be responsible to the Committee and the R.A. for all financial matters concerning the R.A.
- (b) The Treasurer shall receive all moneys payable to the R.A. and be responsible for issuing receipts and for making such payments as may be necessary subject to the provisions of this clause:
  - i. He shall not pay any sum in excess of ten (10) dollars without the authority of the Committee having been previously obtained.
  - ii. He shall at the first convenient opportunity lodge all moneys belonging to the R.A. to the credit of the R.A. bank account.

- (c) The Treasurer shall keep an accurate account of all receipts and payments in a ledger which shall be available at any Committee meeting, and he shall be liable to account at any time for any moneys received by him. He may be called upon to submit a report on the current financial state of the Residents' Association at any meeting of the Committee provided he has been given at least two (2) days notice.
- (d) The account of the R.A. may be operated by cheque bearing the signature of the Treasurer and any one of the following office bearers - the Chairman or Vice-Chairman.
- (e) The Treasurer shall prepare and have presented at the next ensuing Annual General Meeting of the R.A. a statement of receipts and expenditure, a Balance Sheet, and a financial report for the year immediately preceding such A.G.M. and the statement and balance shall be audited by a person appointed by the Committee, provided that this person be not a Committee member and be a qualified accountant.
- (f) The Treasurer will present a balanced and comprehensive financial statement once at the end of 1st and 2nd term and before the last meeting of 3rd term.

8. GENERAL MEETINGS.

- (a) The Secretary shall give four (4) days advice of the holding of a General Meeting, by posting a notice to that effect, together with a copy of the agenda, on the R.A. noticeboard. Provided that if the Secretary is not in residence at that time, then the Chairman or Vice-Chairman shall give notice of such a meeting. With the further provision that in cases of emergency (as determined by the Committee) twenty four (24) hours notice shall be sufficient.
- (b) At any General Meeting, the Chairman, or in his absence the Vice-Chairman, shall preside, provided that if neither of the above officers is present the Secretary shall occupy the Chair.
- (c)
  - i. A quorum at a General Meeting shall consist of not less than fifty of the total financial membership of the R.A.
  - ii. A General Meeting shall lapse unless a quorum be present within fifteen (15) minutes of the time for which the meeting has been called. A vote at any meeting shall not be taken unless a quorum is present.
  - iii. Where a General Meeting has lapsed, a further meeting to consider the same agenda shall be called by the Chairman within ten (10) days and at such meeting all those present shall constitute a quorum.
- (d) All members shall be eligible to vote upon all motions before the General Meeting. The Chairman shall have a casting as well as a deliberative vote.
- (e) A General Meeting of the R.A. shall have the power to remove any Committee member from office.
- (f) At least two General Meetings shall be held during each term of residence.
- (g) A special General Meeting of the R.A. shall be called by the Committee -
  - i. at its own discretion; or
  - ii. upon receipt of a written request signed by no fewer than twenty five (25) members, and such meeting shall be convened by the Secretary within ten (10) days of receipt of the request.

- (h) A Special General Meeting of the R.A. must first consider the business set out in the notice convening the meeting.

9. ANNUAL GENERAL MEETINGS.

- (a) The Annual General Meeting of the R.A. shall be held within three (3) weeks after the commencement of first term, as defined by the Hall authorities.
- (b) Notice shall be given in the manner prescribed in section 8(a).
- (c) Except as provided for in section 9(a), the regulation governing general meetings shall apply to the A.G.M.
- (d) No candidate for office may chair the A.G.M. of the year for which he intends to stand for election.

10. CONDUCT OF MEETINGS AND STANDING ORDERS.

- (a) A General Meeting of the R.A. shall be of no longer duration than three hours at one sitting, provided that a two-thirds majority of those present and voting may authorise an extension of up to one hour.
- (b) The Chairman shall be heard in silence and without interruption and when he rises during debate all discussion shall cease.
- (c) If the Chairman wishes to enter into debate he shall vacate the chair and appoint another member to be Chairman.
- (d) The Chairman shall maintain order and may at any time adjourn for such a period as he thinks fit, a meeting which in his opinion has become disorderly.
- (e) The Chairman shall, subject to the dissent of a general meeting,
  - i. reject any motion which is inconsistent with the constitution or the regulations,
  - ii. interpret the constitution and the regulations,
  - iii. and interpret procedural matters not dealt with in this regulation.
- (f) When two or more members indicate their desire to speak, the Chairman shall call upon the member who, in his opinion, first indicated his intention.
- (g)
  - i. All discussion shall be directed through the Chairman in a courteous manner.
  - ii. No member shall use offensive or objectionable language.
  - iii. The Chairman may call to order any member who has spoken to a motion for more than five minutes.
  - iv. The Chairman, subject to the dissent of the meeting, shall censure, suspend from the meeting for such period as he thinks fit or otherwise deal with a member who contravenes the provisions of this Section.
- (h) A motion or amendment not seconded shall not be discussed or recorded in the minutes.
- (i) The motion or amendment under discussion may be amended by the addition, substitution or deletion of words; but an amendment which negates the motion or amendment under discussion is not permissible.
- (j)
  - i. A motion may be foreshadowed at any time.
  - ii. A foreshadowed motion or amendment shall be considered when the previous motion or amendment has been decided.
  - iii. Discussion to a motion or amendment may be carried on in the light of a foreshadowed motion or amendment.

- (k) Relevant questions may be accepted by the Chairman at any time.
- (l) Explanations may be allowed at the discretion of the Chairman.
- (m) No member shall interrupt another while he is speaking, except to a point of order or to move that the speaker be no longer heard.
- (n)
  - i. A member may at any time raise a point of order. The member raising a point of order shall state it briefly, whereupon the Chairman, without further discussion, shall give his ruling.
  - ii. A speaker called to order shall cease speaking until the point of order is decided.
  - iii. A point of order may be raised with regard to any irregularity in proceedings.
- (o) A motion may be stood over for further consideration until later in the meeting or until the next general meeting by a motion "that the motion lie on the table" being carried.
- (p)
  - i. If a motion "that the question be now put" is carried, the motion or amendment before the meeting shall be put forthwith, without debate or amendment, provided that the mover of the motion shall have a right of reply.
  - ii. The closure shall not be moved while a member is speaking and shall require a two-thirds majority of those voting.
- (q) If a motion "that strict order of debate be followed" has been carried, no member may, without the permission of the Chairman, speak more than once to any motion or amendment under discussion, provided that the mover of a motion or amendment shall have a right of reply.
- (r) Any ruling of the Chairman may be challenged by a motion "that the Chairman's ruling be disagreed with". If such a motion is moved and seconded the Chairman shall vacate the chair and appoint another member to be Chairman. The mover and seconder of that motion may speak and the member whose ruling is challenged may reply, whereupon the motion shall be put forthwith. The former Chairman shall then resume the chair.
- (s) The following motions shall be put without debate:
  - i. "That the question be now put"
  - ii. "That strict order of debate be followed"
  - iii. "That the speaker be no longer heard" (except that this motion shall not be moved when a speaker is exercising his right of reply).
- (t) All motions of a procedural nature, other than those referred to in Standing Order (s) above, may be heard.
- (u)
  - i. A motion or amendment may be amended or withdrawn by the mover with the consent of the seconder.
  - ii. A motion may be withdrawn by the mover without the consent of the seconder, but the seconder has primary option to move the motion again.
- (v) Except where otherwise stated, a motion shall only require a simple majority of those voting to be carried.
- (w) At meetings of the R.A. votes shall be taken in the first instance by voice or by a show of hands at the Chairman's discretion, provided that if the vote is taken by voice, the Chairman may, and if requested to do so by ten members, shall direct that the vote be taken by a show of hands.

- (x) The Chairman may, and at the request of ten members shall, make a recount of votes but only two recounts may be made unless the R.A. directs otherwise.
- (y) A member may, unless the vote was taken by secret ballot, have recorded in the minutes the fact that he voted for or against or abstained from voting on a motion.
- (z) The R.A. may, by a two-thirds majority of those voting, suspend the operation of any standing order.

11. ELECTIONS AND BY-ELECTIONS.

- (a) The members of the R.A. Committee shall be elected by the R.A. prior to the Annual General Meeting in the manner prescribed below.
- (b) For the purpose of conducting the annual election the R.A. Committee shall appoint a Returning Officer who shall be a member of the R.A. not standing for election. The Returning Officer shall have full discretion regarding conduct of the election except as otherwise provided by this Constitution.
- (c) Nominations for the positions of
  - i. Chairman
  - ii. Seven Committee Members,shall be submitted in writing to the Returning Officer during the first fortnight of the first term of residence each year. The first term of residence being deemed to begin on the day prescribed by the Hall authorities.
- (d) A person who is nominated for the position of Chairman may also be nominated for the position of an ordinary Committee Member.
- (e) Nominations shall be signed by the proposer, seconder and by the nominee.
- (f) The Returning Officer shall place details of the nominations on the R.A. Notice board on the day following the close of nominations.
- (g) The elections shall be held on the two days following the posting of nominations.
- (h) All members of the R.A. shall be eligible to vote at the Annual Elections.
- (i) Six members of the R.A.C., one of whom must be the Chairman, shall be undergraduates. The Warden and Deputy Warden may not hold a position on the R.A.C.
- (j) Voting shall be by secret ballot and on a "first-past-the-post" basis. A tie in the voting for a position on the committee shall be resolved by an appropriate vote at a general meeting to decide between those concerned.
- (k) The result of the elections shall be declared and posted by the Returning Officer as soon as possible.
- (l) By-elections shall be conducted with similar procedure; nominations for vacancies shall be submitted within a week of their being announced.
- (m) In the event of a by-election, the Secretary of the R.A. Committee shall act as the Returning Officer for the purposes of the by-election.

12. PROVISION FOR AMENDMENT.

- (a) This Constitution may be added to, repealed in whole or in part, or amended, only by the passing of a motion duly notified as in Clause 12(b) below.

- (b) The text of any amendment to the Constitution must be posted on the R.A. noticeboard at least four (4) days before the General Meeting at which it is to be considered, and also to be presented to the Warden at any time beforehand.
- (c) An amendment to the Constitution shall require a majority of 50% of those voting plus ten (10) additional people.

13. INTERPRETATION:

In the case of any dispute as to the interpretation of the Constitution a simple majority of the R.A. General Meeting shall be final.

14. BREACHES OF THE CONSTITUTION:

Any member of the R.A. or R.A.C. who wilfully commits any breach of this Constitution shall be liable to immediate loss of any office under the R.A.