

2/11/81

CONSTITUTION OF BURTON AND GARRAN MEMBERS' ASSOCIATION,
1986

1. NAME

The body established by this constitution shall be called the Burton and Garran Members' Association, hereafter referred to as the Members' Association or BAGMA.

2. OBJECTS

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

3. MEMBERSHIP

There shall be three classes of membership:

- (a) Resident Members
- (b) Non-Resident Members
- (c) Honorary Life members

(a) All members of Burton and Garran Hall in permanent residence shall be Resident Members of BAGMA.

(b) (i) All persons who have previously been a resident member of Burton and Garran Hall shall, upon payment of a subscription determined by a general meeting of BAGMA from time to time be accepted as a Non-Resident Member.

(ii) Non-Resident Members shall be entitled to:

- a. Accommodation at rates normally applicable to members of BAGMA.
- b. Attendance at BAGMA functions at rates applicable to members of BAGMA
- c. Use of Facilities available to ordinary members of BAGMA.
- d. Full rights of members at meetings of BAGMA.

(c) (i) Any person may, by resolution passed by a 2/3rd majority of members present and voting at the Annual General Meeting of BAGMA be admitted as an honorary Life Member of BAGMA.

(ii) A person shall not be appointed an honorary Life Member unless at least 10 days notice has been given to all Members of the intention to move a

resolution proposing that the person be so appointed.

(iii) Honorary Life Members will not be liable for the annual subscription

(iv) Honorary Life Members shall be entitled to:

a. Accommodation at rates normally applicable to members of BAGMA.

b. Attendance at BAGMA functions at rates applicable to members of BAGMA.

c. Use of facilities available to ordinary members of BAGMA.

d. Full rights of members at meetings of BAGMA.

4. SUBSCRIPTION.

(a) All resident members of BAGMA shall pay within four (4) weeks of coming into residence an annual subscription to be used by the BAGMA committee for the purposes of BAGMA. 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 BAGMA.

(b) The amount of the annual subscription shall be determined by a General Meeting of BAGMA 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) Any person who is a Resident Member of BAGMA as defined in 3(a) of this Constitution is eligible to be a member of the BAGMA committee.

(b) The Committee of BAGMA, hereinafter referred to as the "Committee" shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, 2 General Representatives, 4 Sports Representatives (2 male, 2 female), and 1 First Year Representative who shall be in the first year of his/her study.

(c) The committee shall hold office from the conclusion of the Annual General Meeting (as provided for in section 9(a) of one year to the conclusion of the Annual General Meeting of the next. In the interim summer holiday period following the A.G.M. the new committee will take responsibility for BAGMA business.

(d) If any member of the Committee:

(i) ceases to be a resident member or,

(ii) by writing signed by him/her directed to the Secretary or in the case of the Secretary, to the Chairman, resigns his/her office as a member of the Committee, his/her office as a member of the Committee shall become vacant.

(e) (i) Subject to 5(e)(ii) of this Constitution a position becoming vacant shall be filled by means of a by-election in the manner prescribed by Clause 11 of this Constitution.

(ii) In Term 3 the position shall remain vacant.

(f) (i) The Chairman of BAGMA shall chair BAGMA and BAGMA Committee meetings, act as spokesman of BAGMA 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 BAGMA, keep account thereof and be responsible for all minutes relating to BAGMA and the BAGMA Committee and shall make such minutes and correspondence, as well as copies of this Constitution, available to any member of BAGMA for perusal at any reasonable time. The Secretary shall also post on the BAGMA notice board minutes of both general meetings of BAGMA and full Committee meetings of BAGMA within 72 hours of such meetings.

(g) The Committee shall hold office subject to sections 5(d), 8 and 14 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 BAGMA or four (4) members of the Committee. Such meetings shall be advertised on the BAGMA notice board as soon as such a meeting is called.

(i) Committee Meetings shall at all times be open to all members of BAGMA, such members so attending having speaking rights, but no voting or moving rights.

(j) No member of BAGMA may hold more than one Committee position concurrently.

(k) The Committee may delegate to a member of the Committee, or to a sub-committee to the Committee, or appoint any person as an agent to organise activities and functions for BAGMA. A delegation so made shall not be inconsistent with the powers of the Committee as described in Clause 6 of this Constitution.

(1) Any conflict which may occur between the BAGMA Committee and a sub-committee shall be resolved by BAGMA at a General Meeting within ten (10) days of the conflict arising.

6. FUNCTIONS OF THE COMMITTEE

- (i) To conduct the day-to-day activities of BAGMA.
- (ii) To afford a recognised means of communication between the Members' Association and the Warden.
- (iii) To promote the social life of the members of BAGMA.
- (iv) To represent the members in matters affecting their interest.
- (v) To organise general gatherings of members.
- (vi) To take such steps as may be deemed necessary to secure good order and discipline with the Hall.

7. FINANCES

(a) The Treasurer shall be responsible to the Committee and BAGMA for all financial matters concerning BAGMA.

(b) The Treasurer shall receive all moneys payable to BAGMA and be responsible for issuing receipts and for making such payments as may be necessary subject to the provisions of this clause:

(i) he/she shall not pay any sum in excess of fifty (50) dollars without the authority of any two of the Chairman, Vice-Chairman, Secretary having been previously obtained,

(ii) he/she shall at the first convenient opportunity lodge all moneys belonging to BAGMA to the credit of the BAGMA 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/she shall be liable to account at any time for any moneys received by him/her.

He/she shall table the account book to each general meeting of BAGMA and may be called upon to submit a full report on the current financial state of BAGMA to either a Committee meeting or general meeting of BAGMA provided he/she has been given four (4) days notice.

(d) (i) The account of BAGMA may be operated by cheque bearing the signature of any two of the following office bearers - the Chairman, Vice-Chairman, Treasurer or Secretary.

(ii) The Committee members who are from time to time the signatories to the BAGMA accounts shall be deemed as the trustees of BAGMA.

(iii) The property and money of BAGMA are vested jointly in the persons described as "trustees" in 7(d)(ii) above for the benefit and use of BAGMA

(e) The Treasurer shall prepare and have presented at the next ensuing Annual General Meeting of BAGMA 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 sheet shall be audited by a person appointed by the Committee, provided that this person be not a Committee member and be eligible to be accepted as a qualified accountant.

(f) A Committee member or agent of BAGMA is not liable to the Association:

(a) for any act or omission of another Committee member or agent; or

(b) for any loss or expense incurred by the Association unless the loss or expense resulted from his or her own act or default.

BAGMA shall indemnify all Committee members and agents against all losses or expenses incurrent in the performance of their functions and duties as officers or agents.

(g) The Committee shall make no single transaction over \$500 without the consent of a general meeting.

8. GENERAL MEETINGS

(a) The Secretary, upon the direction of the Committee, shall give seven (7) days advice of the holding of a General Meeting, by posting a notice to the effect, and shall post a copy of the agenda on the BAGMA notice board four days before such meeting. 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/her absence the Vice-Chairman, shall preside, provided that if neither of the above officers is present the Secretary shall occupy the Chair. If none of the above are present the meeting shall appoint one of its number to be Chairman.

(c) (i) A quorum at a General Meeting shall consist of not less than thirty members of BAGMA.

(ii) A General Meeting shall lapse unless a quorum be present within half an hour (30 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 deliberative but not a casting vote.

(e) A General Meeting of BAGMA shall have the power to remove any Committee member from office provided that 2/3rds of those present vote in the affirmative.

(f) At least two General Meetings shall be held during each academic term.

(g) A special General Meeting of BAGMA 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 General Meeting of BAGMA must first consider the business set out on the Agenda.

(i) Any motions put to a General Meeting will be positive in nature.

(j) If a vote at any General Meeting is tied, the motion is defeated.

9. ANNUAL GENERAL MEETINGS

(a) The Annual General Meeting of BAGMA shall be held in the first week after Valete.

(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.

10. CONDUCT OF MEETINGS AND STANDING ORDERS.

(a) A General Meeting of BAGMA 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.

(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, 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 Clause.

(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) Short, relevant questions may be asked in relation to reports only given to the General Meeting.

(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 or 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 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" had 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) In the event of a motion being moved dissenting from the ruling of the Chairman, the Chairman shall vacate the chair. The member dissenting may state concisely within two minutes the reasons for his ruling and the motion shall be put immediately. A 2/3rd majority of those present and voting is required for the motion to be carried.

(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).

(iv) "That an extension of time be given"

- (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 BAGMA 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, 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 BAGMA 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 Chairman shall at request of fifteen members order that a secret ballot be taken.
- (za) A non-member may, with the consent of the meeting, address the meeting.
- (zb) No member shall speak for longer than five minutes; provided that an extension of time not exceeding five minutes may be granted provided a 2/3rds majority of those present and voting is obtained.
- (zc) BAGMA may, by a 2/3rds majority of those present and voting, suspend the operation of any standing order.

11. ELECTIONS AND BY-ELECTIONS

- (a) The members of the BAGMA Committee shall be elected by the Association prior to the Annual General Meeting in the manner prescribed below.
- (b) For the purpose of conducting the annual election the BAGMA Committee shall appoint a Returning Officer who shall be a member of BAGMA 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 position of:

(i) Chairman

(ii) Ten Committee Members: Vice-Chairman, Secretary, Treasurer, Two (2) General Reps., Two (2) Male Sports Reps., Two (2) Female Sports Reps.

shall be submitted in writing to the returning officer at least ten (10) days prior to the annual Valete. The date of Valete being deemed to occur on the date prescribed by Hall authorities.

(iii) Nominations for the position of (1) first year rep shall be submitted to the returning officer during the third week of first term. The first term beginning on the first official day of lectures. An election for the position of first year rep and any other outstanding committee positions will then be held subject to s.11.

(d) No qualified member of BAGMA may stand for more than one position on the Committee.

(e) Nominations shall be signed by the proposer, seconder and by the nominee, all of whom shall be resident member of BAGMA as defined by 3(a) of this Constitution.

(f) The Returning Officer shall place details of the nominations on the BAGMA Notice Board at the close of nominations.

(g) the elections shall be held between 6.00 p.m. to 9.00 p.m. on the second full day following the close of nominations.

(h) All resident members as defined in Clause 3(a) of this Constitution shall be entitled to vote at the Annual Elections.

(i) The Warden(s) shall not hold a position on the BAGMA Committee.

(j) Voting shall be by secret ballot by the Hare-Clark system of voting. 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, including voting figures.

(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 Committee shall appoint a member of BAGMA not standing for election to act as the Returning Officer for the purposes of the by-election.

(n) The Returning Officer shall give a report to the next general meeting of BAGMA.

(o) (i) Any complaints as to the validity of the whole or any part of the elections must be handed in writing to the Secretary of BAGMA before the declaration of the poll at the General Meeting.

(ii) Such complaints, if any, shall be disclosed to the meeting by the Secretary of BAGMA before the declaration of the poll and the meeting shall refer any such complaints to a Committee of Disputed Returns.

(iii) Where any complaints are required under the preceding sub-section to be referred to a Committee of Disputed Returns, the General Meeting shall elect three (3) members of BAGMA to form the said committee. Provided that no member who has stood as a candidate, been the nominee of any candidate, acted as Returning Officer, shall be capable of being appointed to the Committee.

(iv) The committee shall investigate the complaints referred to it in accordance with sub-section 1 of this regulation, and may hear oral or written evidence and submissions from such persons as may, in the Committee's opinion assist in the deliberations of the Committee. The Committee shall submit a report to a BAGMA general meeting, but the Committee's decision shall be final.

(v) The poll shall not be declared in a part of an election so question until the Committee of Disputed Returns has made decision on the validity of the charges.

(p) The ballot papers shall be kept by the Returning Officer in a secure place until instructed by a general meeting to destroy the ballot papers.

(q) Candidates may appoint one scrutineer to observe the counting of votes.

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 BAGMA 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 2/3rds majority of those present at the meeting.

13 INTERPRETATION

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

14 BREACHES OF THE CONSTITUTION

Any member of BAGMA or the BAGMA Committee who, in the opinion of a General Meeting, wilfully commits any breach of this Constitution, shall be liable to immediate loss of any office under the Association.

15. SUB-COMMITTEES

(a) Subject to this Constitution, BAGMA in general meeting may elect such committees as it thinks necessary to consider particular matters of interest to BAGMA.

(b) Recommendations made by a committee elected under sub-section (a) shall be considered at a general meeting.

(b) (i) Every BAGMA member will be on only two (2) sub-committees a year.

(c) A committee elected under sub-section (a) shall have access to any information in the possession of the BAGMA Committee that is relevant to the matter to be considered by the sub-committee.

16 DISSOLUTION

(a) BAGMA shall not be dissolved except by a resolution passed in accordance with this section at a general meeting convened for that purpose.

(b) A resolution dissolving BAGMA is of no effect unless the resolution is passed by not less than three quarters of the ordinary members.

(c) If BAGMA is dissolved, the property of BAGMA shall be realised and any money remaining after all liabilities of the Association have been discharged shall be divided among the members, in such manner as is resolved by such of those members present at the meeting at which the resolution of dissolution was passed.