

MSS Constitution

Current as of the 13th of October 2023

1. NAME

- 1.1. The society shall be called “The University of Queensland Mathematics Students Society”.
- 1.2. MSS shall be an associated body of the University of Queensland Union in the category of “Faculty”.

2. TERMS AND DEFINITIONS

2.1. In this constitution:

- 2.1.1. “MSS” means The University of Queensland Mathematics Students Society;
- 2.1.2. “EXEC” means the management committee of MSS;
- 2.1.3. “UQ” means The University of Queensland;
- 2.1.4. “UQU” means The University of Queensland Union;
- 2.1.5. “SMP” means The School of Mathematics and Physics, UQ;
- 2.1.6. “VENDO” means the MSS vending machine.

3. OBJECTIVE AND AIMS

3.1. The aims of MSS are:

- 3.1.1. to promote and nurture mathematics amongst the students of UQ;
- 3.1.2. to facilitate linkages between the faculty and students within the mathematics discipline of SMP;
- 3.1.3. to represent the mathematics student body at UQ.

- 3.2. The assets and income of MSS shall be applied solely in the attainment of the above aims and no portion shall be distributed directly or indirectly to the members of MSS except as bona fide compensations for services rendered or expenses incurred on behalf of MSS.

4. MEMBERSHIP

4.1. *Eligibility and requirements*

4.1.1. Membership is open to:

- 4.1.1.1. any student of UQ;
- 4.1.1.2. any UQ academic staff member;
- 4.1.1.3. any other members of UQ or the wider community interested in the activities of MSS.

- 4.1.2. MSS shall have not less than thirty (30) financial members, of which at least 70% must be UQ students.

4.2. *Fees*

- 4.2.1. The membership fees shall be two (2) Australian dollars per member per annum, or in a form that a majority (greater than 50%) of the EXEC evaluate to be equivalent to at least two (2) Australian dollars (e.g. some amount in American dollars).
- 4.2.2. The membership fees shall be payable within six (6) months of joining MSS.

4.3. *Termination*

- 4.3.1. A member may resign from MSS at any time by giving notice in writing to the secretary.
- 4.3.2. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
- 4.3.3. If a member:
 - 4.3.3.1. fails to comply with any of the provisions of these rules; or
 - 4.3.3.2. has membership fees in arrears; or
 - 4.3.3.3. conducts himself in a manner considered to be injurious¹ or prejudicial to the character or interests of MSS,
the EXEC shall consider whether the member's membership shall be terminated.
- 4.3.4. The member concerned shall be given a full and fair opportunity of presenting the member's case and if the EXEC resolves to terminate the membership by a majority (greater than 50%) vote, it shall instruct the secretary to advise the member in writing accordingly.

4.4. *Register of members*

- 4.4.1. The EXEC shall keep a register containing the names, student numbers and email addresses of all persons admitted to membership of MSS and the dates of their admission.
- 4.4.2. Particulars shall also be entered into the register of resignations, terminations and reinstatement of membership, and any further particulars as the EXEC or the members at any general meeting may require from time to time.
- 4.4.3. The register shall be open for inspection at all reasonable times by any member who previously applies to the EXEC for such inspection and a copy provided for the Clubs and Societies Administration Officer each semester.

5. MANAGEMENT COMMITTEE

5.1. *Roles*

- 5.1.1. The EXEC shall consist of:
 - 5.1.1.1. a president; and
 - 5.1.1.2. a secretary; and
 - 5.1.1.3. a treasurer; and
 - 5.1.1.4. any number of additional roles to be determined by members of MSS at any general meeting.
- 5.1.2. Members of the EXEC will perform all necessary duties for the management of MSS including, but not limited to:
 - 5.1.2.1. organisation of events, such as Wine-and-Cheese, for the benefit of MSS members;
 - 5.1.2.2. organisation of Maths Talks at least three (3) times a semester, except in cases of force majeure;
 - 5.1.2.3. re-stocking and supply of the VENDO and depositing of petty cash in the MSS account(s);

¹For example: tossing furniture in an enclosed space.

5.1.2.4. any other duties mentioned in this document.

5.1.3. An EXEC member performing the duty listed in section 5.1.2.3. shall be entitled to one (1) of the items available from the VENDO, free of charge.

5.2. *Eligibility*

5.2.1. All members of the EXEC must be members of MSS and shall be elected at the annual general meeting.

5.2.2. Membership of the EXEC shall not be restricted other than by being a member of MSS and being a member of UQU.

5.2.3. At the annual general meeting of MSS, all the members of the EXEC for the time being shall retire from office, but shall be eligible upon nomination for re-election.

5.2.4. Before the election, the assembly will elect an MSS member present at the meeting as the returning officer. If no consensus can be met, the EXEC must contact UQU to appoint a returning officer which cannot be refuted and must be accepted.

5.2.5. The returning officer cannot be elected as a member of the EXEC.

5.2.6. During the meeting, the returning officer has the authority to interpret the meaning of these rules and any matter relating to MSS on which these rules are silent or ambiguous.

5.2.7. The election of members of the EXEC shall take place in the following manner and order:

5.2.7.1. Any two (2) members of MSS present at the meeting shall be at liberty to nominate any other member of MSS who is present at the meeting or has a proxy present at the meeting to serve as a member of the EXEC.

5.2.7.2. The nominated member or their proxy may accept or reject the nomination. If the nomination is rejected, the nominee may not be nominated again at the same meeting.

5.2.7.3. If the nominee or their proxy accepts, the nomination shall be recorded by the incumbent secretary or their proxy.

5.2.7.4. Repeat the procedure outlined in sections 5.2.7.1.–5.2.7.3. until all nominations are heard and either accepted or rejected.

5.2.7.5. If the number of vacancies is greater than or equal to the number of nominees, all nominees are elected unopposed.

5.2.7.6. Otherwise, each MSS member present at the meeting that has been a member of MSS for at least the fourteen (14) calendar days before the meeting shall be entitled to one (1) ballot, plus one (1) ballot for each MSS member they are a proxy for. On each ballot, the MSS member may vote for any number of such candidates not exceeding the number of vacancies.

5.2.7.7. Elections shall be by secret ballot and use the single transferable vote system.

5.2.7.8. In the event of a tie in any stage of the election, the returning officer must write an integral that could be evaluated within a reasonable amount of time (i.e. in three (3) minutes) using only techniques covered in MATH1051.

5.2.7.9. The nominees involved in the tie (or their proxies) will attempt to evaluate the integral written down by the returning officer. The first nominee (or their proxy) to correctly evaluate the integral, in the judgement of the returning officer, will be considered to have won the tie.

5.2.7.10. The nominees (or their proxies) attempting to evaluate the integral shall not use any external sources to aid them. If the returning officer deems a nominee (or their proxy) has violated this rule, the nominee will be ineligible to be elected for the current vacancy.

5.2.7.11. If the integral has not been correctly evaluated in three (3) minutes, the returning officer shall repeat the procedure in sections 5.2.7.8.–5.2.7.10. with a different integral until the tie is broken.

5.3. *Resignation*

- 5.3.1. Any member of the EXEC may resign from membership of the EXEC at any time by giving notice in writing to the secretary, or in the case of the resignation of the secretary, to the president. Such resignation shall take effect at the time such notice is received by the secretary or the president unless a later date is specified, in which case it shall take effect on that later date.
- 5.3.2. Members of MSS may force a member of the EXEC to resign at any general meeting with at least twenty (20) members present. The removal shall be determined by a vote of 70% majority of the members present at such a general meeting excluding members that have not been member of MSS for at least the fourteen (14) calendar days before the meeting. No proxies will be allowed at such a meeting.
- 5.3.3. There is no right of appeal against an EXEC member's removal from office under this section.

5.4. *Vacancies*

- 5.4.1. The EXEC shall have power at any time to appoint any willing member of MSS to fill any casual vacancy on the EXEC until the next annual general meeting.
- 5.4.2. The continuing members of the EXEC may act notwithstanding any casual vacancy in the EXEC, however if their number is reduced below the number fixed as is necessary for quorum of the EXEC, the continuing member or members may act for the purpose of increasing the number of members of the EXEC to that number required to achieve quorum or by summoning a general meeting of the association, but for no other purpose.

5.5. *Powers*

- 5.5.1. Except as otherwise provided by these rules and subject to resolutions of the members of MSS carried at any general meeting, the EXEC:
 - 5.5.1.1. shall have the general control and management of the administration of the affairs and funds of MSS, and
 - 5.5.1.2. shall have authority to interpret the meaning of these rules and any matter relating to MSS on which these rules are silent or ambiguous.
- 5.5.2. The EXEC may exercise all the power of MSS to raise or secure the payment of money and secure the payment or performance of any debt, liability or other engagement incurred or to be entered into by MSS in any way.

5.6. *Meetings*

- 5.6.1. The EXEC shall meet at least once every two (2) calendar months to exercise its functions, except that the EXEC shall not be required to meet outside of UQ semesters.
- 5.6.2. The secretary and/or their proxy for the meeting must keep an accurate record of resolutions passed at all EXEC meetings.
- 5.6.3. At every meeting of the EXEC a simple majority of 50% of EXEC members plus one (1) shall constitute a quorum.
- 5.6.4. Subject as previously provided in this section, the EXEC may meet together and regulate its proceedings as it thinks fit.
- 5.6.5. However, questions arising at any meeting of the EXEC shall be decided by a majority of votes.

5.7. *Delegation*

- 5.7.1. The EXEC may delegate any of its powers to a subcommittee consisting of such members of MSS as appointed by the EXEC.
- 5.7.2. Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the EXEC.

- 5.7.3. Questions arising at any meeting shall be determined by a majority of votes of the members.

6. GENERAL MEETINGS

6.1. *Annual General Meeting*

- 6.1.1. Each annual general meeting must be held once each year before the end of UQ's semester 2 classes.
- 6.1.2. The following business must be transacted at every annual general meeting:
- 6.1.2.1. The receiving of the statement of income and expenditure, assets and liabilities for the last financial year prepared by the treasurer.
- 6.1.2.2. The receiving of reports from the president and the secretary.
- 6.1.2.3. The receiving of the auditor's report on the financial affairs of MSS for the last financial year.
- 6.1.2.4. The presenting of the audited statement to the meeting for adoption.
- 6.1.2.5. The election of members of the management committee.
- 6.1.2.6. The appointment of an auditor who shall be the nominee of the Union for Clubs/Societies or an independent auditor who must be a member of the Institute of Chartered Accountants in Australia or the Australian Association of Accountants or a successor to either of these bodies.
- 6.1.2.7. The minutes of the annual general meeting shall be submitted to the Clubs and Societies Administration Officer within seven (7) days of the annual general meeting.

6.2. *Special General Meeting*

- 6.2.1. The secretary shall convene a special general meeting by sending out notice of the meeting within fourteen (14) days of:
- 6.2.1.1. being directed to do so by the EXEC; or
- 6.2.1.2. being given a requisition in writing signed by at least one EXEC member or at least 10% of MSS members; or
- 6.2.1.3. being given a notice in writing of an intention to appeal against the decision of the EXEC to reject an application for membership or to terminate the membership of any person.
- 6.2.2. A requisition given as per section 6.2.1.2. shall clearly state the reasons why such a special general meeting is being convened.

6.3. *Quorum and Frequency*

- 6.3.1. At any general meeting the number of members required to constitute a quorum shall be 15% of the membership plus one (1), or twenty (20) members, whichever is lower.
- 6.3.2. Notice must be given to all MSS members not less than fourteen (14) days before the proposed meeting. The manner by which such notice shall be given shall be determined by the EXEC.

6.4. *Procedure*

- 6.4.1. Unless otherwise provided by these rules, at every general meeting:
- 6.4.1.1. the president shall preside as chairperson, or if there is no president, or if the president is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the secretary shall be the chairperson or if the secretary is not present or is unwilling to act then the members present shall elect one (1) of their number to be chairperson of the meeting;

- 6.4.1.2. the chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
- 6.4.1.3. every question, matter or resolution shall be decided by a majority of votes of the members present (including proxies), except that a member must have been member of MSS for at least the fourteen (14) calendar days before the meeting to be eligible to vote;
- 6.4.1.4. every resolution must be minuted;
- 6.4.1.5. proxies that follow UQU regulations will be allowed, except that a member being proxied for must have been member of MSS for at least the fourteen (14) calendar days before the meeting for a proxy to be allowed;
- 6.4.1.6. proxies that follow a method authorised by the EXEC, specified in the notice of the general meeting, will be allowed, except that a member being proxied for must have been member of MSS for at least the fourteen (14) calendar days before the meeting for a proxy to be allowed.

7. ALTERATION OF RULES

- 7.1. These rules may be amended or added to from time to time by a special resolution carried at any general meeting.
- 7.2. However, any amendment or addition is valid only if it is registered by the EXEC.
- 7.3. A special resolution is passed at a meeting if:
 - 7.3.1. at least 75% of MSS members present vote in favour of the resolution; and
 - 7.3.2. any additional requirements of the constitution relating to the passing of a special resolution have been met; and
 - 7.3.3. at least twenty-one (21) days notice has been given all MSS members specifying the intention to propose the resolution as a special resolution.
- 7.4. Any constitution must be written in \TeX or \LaTeX and must contain its source code.

8. FUNDS AND ACCOUNTS

- 8.1. The funds of MSS must be kept in the name of MSS in the UQ branch of the Commonwealth Bank of Australia. MSS shall operate one (1) account only. Exceptions to this can only occur with the specific approval of the Clubs and Societies committee.
- 8.2. Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of MSS.
- 8.3. All monies shall be deposited in total as soon as practicable after receipt thereof.
- 8.4. All amounts shall be paid by either:
 - 8.4.1. a cheque signed by any two (2) members of the EXEC, one of which must be either the president or the treasurer or the secretary; or
 - 8.4.2. direct transfer (such as through NetBank) authorised by any two (2) members of the EXEC, one of which must be either the president or the treasurer or the secretary.
- 8.5. Cheques shall be crossed “not negotiable”.
- 8.6. The EXEC shall determine the amount of petty cash which shall be kept.

- 8.7. All expenditure shall be approved or ratified at a meeting of the EXEC.
- 8.8. As soon as practicable after the end of each financial year, the treasurer shall cause to be prepared a statement containing the particulars of:
 - 8.8.1. the income and expenditure for the financial year just ended; and
 - 8.8.2. the assets and liabilities at the close of that year.
- 8.9. The accounts of MSS must be audited one month prior to the annual general meeting.
- 8.10. The auditor must examine the statement prepared by the treasurer and present a report on it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- 8.11. The income and property of MSS must be used solely in promoting the objectives of MSS and exercising the powers of MSS.

9. DISSOLUTION CLAUSE

- 9.1. In the event of MSS being dissolved, the funds and assets that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes which is not carried on for the profit for gain of its individual members.

10. DOCUMENTS

- 10.1. The EXEC shall provide for the safe custody of books, documents and keys of MSS.
- 10.2. The financial year of MSS shall close in September in each year.

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\documentclass{article}
\usepackage[utf8]{inputenc}
\usepackage[a4paper,margin=1in]{geometry}
\usepackage{enumitem}
\usepackage{listings}
\usepackage{hyperref}
\lstset{breaklines=true}

\title{MSS Constitution}
\author{}
\date{Current as of the 13\textsuperscript{th} of October 2023}

\begin{document}

\setlist[enumerate]{itemsep=0.7em plus 0.5em minus 0.3em, label*=\textnormal{\arabic*}, before=\normalfont} % Larger spacing, legal numbering and normal font
\setlist[description]{itemsep=0.5em plus 0.5em minus 0.2em, before=\normalfont}
\setlist[enumerate, 1]{itemsep=2em plus 1.5em minus 0.5em, before=\scshape} % More spacing between level 1 items and small caps
\setlist[enumerate, 2]{itemsep=1em plus 0.5em minus 0.2em} % More spacing between level 2 items

\maketitle{}

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\item MSS shall be an associated body of the University of Queensland Union in the category of ‘‘Faculty’’.
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\item Terms and Definitions
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\item In this constitution:
\begin{enumerate}
\item ‘‘MSS’’ means The University of Queensland Mathematics Students Society;
\item ‘‘EXEC’’ means the management committee of MSS;
\item ‘‘UQ’’ means The University of Queensland;
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\setlist[enumerate, 2]{itemsep=1em plus 0.5em minus 0.2em, before=\
    itshape} % Italics for level 2 items]

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EXEC resolves to terminate the membership by a majority (greater than 50\%) vote, it shall instruct the secretary to advise the member in writing accordingly.

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\item Register of members

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\item The EXEC shall keep a register containing the names, student numbers and email addresses of all persons admitted to membership of MSS and the dates of their admission.

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\item Management Committee

\begin{enumerate}

\item Roles

\begin{enumerate}

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\item a president; and

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\item organisation of Maths Talks at least three (3) times a semester, except in cases of force majeure;

\item re-stocking and supply of the VENDO and depositing of petty cash in the MSS account(s);\label{vendo}

\item any other duties mentioned in this document.

\end{enumerate}

\item An EXEC member performing the duty listed in section \ref{vendo} shall be entitled to one (1) of the items available from the VENDO, free of charge.

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\item Eligibility

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\item All members of the EXEC must be members of MSS and shall be elected at the annual general meeting.

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- \item At the annual general meeting of MSS, all the members of the EXEC for the time being shall retire from office , but shall be eligible upon nomination for re-election.
- \item Before the election , the assembly will elect an MSS member present at the meeting as the returning officer . If no consensus can be met, the EXEC must contact UQU to appoint a returning officer which cannot be refuted and must be accepted.
- \item The returning officer cannot be elected as a member of the EXEC.
- \item During the meeting, the returning officer has the authority to interpret the meaning of these rules and any matter relating to MSS on which these rules are silent or ambiguous.
- \item The election of members of the EXEC shall take place in the following manner and order:
- \begin{enumerate}
- \item Any two (2) members of MSS present at the meeting shall be at liberty to nominate any other member of MSS who is present at the meeting or has a proxy present at the meeting to serve as a member of the EXEC.\label{take_nomination}
- \item The nominated member or their proxy may accept or reject the nomination. If the nomination is rejected , the nominee may not be nominated again at the same meeting.
- \item If the nominee or their proxy accepts , the nomination shall be recorded by the incumbent secretary or their proxy.\label{record_nomination}
- \item Repeat the procedure outlined in sections \ref{take_nomination}—\ref{record_nomination}\ until all nominations are heard and either accepted or rejected.
- \item If the number of vacancies is greater than or equal to the number of nominees , all nominees are elected unopposed.
- \item Otherwise , each MSS member present at the meeting that has been a member of MSS for at least the fourteen (14) calendar days before the meeting shall be entitled to one (1) ballot , plus one (1) ballot for each MSS member they are a proxy for. On each ballot , the MSS member may vote for any number of such candidates not exceeding the number of vacancies.
- \item Elections shall be by secret ballot and use the single transferable vote system.
- \item In the event of a tie in any stage of the election , the returning officer must write an integral that could be evaluated within a reasonable amount of time (i.e.\ in three (3) minutes) using only techniques covered in MATH1051.\label{integral}
- \item The nominees involved in the tie (or their proxies) will attempt to evaluate the integral written down by the returning officer. The first nominee (or their proxy) to correctly evaluate the integral , in the judgement of the returning officer , will be considered to have won the tie.
- \item The nominees (or their proxies) attempting to

evaluate the integral shall not use any external sources to aid them. If the returning officer deems a nominee (or their proxy) has violated this rule, the nominee will be ineligible to be elected for the current vacancy.\label{integralend}

- \item If the integral has not been correctly evaluated in three (3) minutes, the returning officer shall repeat the procedure in sections \ref{integral}--\ref{integralend}\ with a different integral until the tie is broken.

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\item Resignation

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- \item Any member of the EXEC may resign from membership of the EXEC at any time by giving notice in writing to the secretary, or in the case of the resignation of the secretary, to the president. Such resignation shall take effect at the time such notice is received by the secretary or the president unless a later date is specified, in which case it shall take effect on that later date.
- \item Members of MSS may force a member of the EXEC to resign at any general meeting with at least twenty (20) members present. The removal shall be determined by a vote of 70\% majority of the members present at such a general meeting excluding members that have not been member of MSS for at least the fourteen (14) calendar days before the meeting. No proxies will be allowed at such a meeting.
- \item There is no right of appeal against an EXEC member's removal from office under this section.

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- \item Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the EXEC.
- \item Questions arising at any meeting shall be determined by a majority of votes of the members.
- \end{enumerate}
- \item General Meetings
- \begin{enumerate}
- \item Annual General Meeting
- \begin{enumerate}
- \item Each annual general meeting must be held once each year before the end of UQ's semester 2 classes.
- \item The following business must be transacted at every annual general meeting:
 - \begin{enumerate}
 - \item The receiving of the statement of income and expenditure, assets and liabilities for the last financial year prepared by the treasurer.
 - \item The receiving of reports from the president and the secretary.
 - \item The receiving of the auditor's report on the financial affairs of MSS for the last financial year
 - \item The presenting of the audited statement to the meeting for adoption.
 - \item The election of members of the management

committee.

- \item The appointment of an auditor who shall be the nominee of the Union for Clubs/Societies or an independent auditor who must be a member of the Institute of Chartered Accountants in Australia or the Australian Association of Accountants or a successor to either of these bodies.
- \item The minutes of the annual general meeting shall be submitted to the Clubs and Societies Administration Officer within seven (7) days of the annual general meeting.

\end{enumerate}

\end{enumerate}

\item Special General Meeting

\begin{enumerate}

- \item The secretary shall convene a special general meeting by sending out notice of the meeting within fourteen (14) days of:
 - \begin{enumerate}
 - \item being directed to do so by the EXEC; or
 - \item being given a requisition in writing signed by at least one EXEC member or at least 10\% of MSS members; or\label{sgm2}
 - \item being given a notice in writing of an intention to appeal against the decision of the EXEC to reject an application for membership or to terminate the membership of any person.
- \end{enumerate}
- \item A requisition given as per section \ref{sgm2}\ shall clearly state the reasons why such a special general meeting is being convened.

\end{enumerate}

\item Quorum and Frequency

\begin{enumerate}

- \item At any general meeting the number of members required to constitute a quorum shall be 15\% of the membership plus one (1), or twenty (20) members, whichever is lower .
- \item Notice must be given to all MSS members not less than fourteen (14) days before the proposed meeting. The manner by which such notice shall be given shall be determined by the EXEC.

\end{enumerate}

\item Procedure

\begin{enumerate}

- \item Unless otherwise provided by these rules , at every general meeting:
 - \begin{enumerate}
 - \item the president shall preside as chairperson , or if there is no president , or if the president is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act , the secretary shall be the chairperson or if the secretary is not present or is unwilling to act then the members present shall elect one (1) of their number to be chairperson of the meeting;
 - \item the chairperson shall maintain order and conduct

\end{enumerate}

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        the meeting in a proper and orderly manner;
\item every question, matter or resolution shall be
        decided by a majority of votes of the members
        present (including proxies), except that a member
        must have been member of MSS for at least the
        fourteen (14) calendar days before the meeting to be
        eligible to vote;
\item every resolution must be minuted;
\item proxies that follow UQU regulations will be
        allowed, except that a member being proxied for must
        have been member of MSS for at least the fourteen
        (14) calendar days before the meeting for a proxy to
        be allowed;
\item proxies that follow a method authorised by the
        EXEC, specified in the notice of the general meeting
        , will be allowed, except that a member being
        proxied for must have been member of MSS for at
        least the fourteen (14) calendar days before the
        meeting for a proxy to be allowed.
\end{enumerate}
\end{enumerate}
\end{enumerate}

\setlist[enumerate, 2]{itemsep=1em plus 0.5em minus 0.2em, before=\normalfont} % No more italics for level 2 items

\item Alteration of Rules
\begin{enumerate}
\item These rules may be amended or added to from time to time
        by a special resolution carried at any general meeting.
\item However, any amendment or addition is valid only if it is
        registered by the EXEC.
\item A special resolution is passed at a meeting if:
\begin{enumerate}
\item at least 75\% of MSS members present vote in favour
        of the resolution; and
\item any additional requirements of the constitution
        relating to the passing of a special resolution have
        been met; and
\item at least twenty-one (21) days notice has been given
        all MSS members specifying the intention to propose the
        resolution as a special resolution.
\end{enumerate}
\item Any constitution must be written in \TeX{} or \LaTeX{}
        and must contain its source code.
\end{enumerate}

\item Funds and Accounts
\begin{enumerate}
\item The funds of MSS must be kept in the name of MSS in the
        UQ branch of the Commonwealth Bank of Australia. MSS shall
        operate one (1) account only. Exceptions to this can only
        occur with the specific approval of the Clubs and Societies
        committee.
\item Proper books and accounts shall be kept and maintained
        either in written or printed form in the English language
        showing correctly the financial affairs of MSS.
\item All monies shall be deposited in total as soon as

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        practicable after receipt thereof.
\item All amounts shall be paid by either:
\begin{enumerate}
    \item a cheque signed by any two (2) members of the EXEC,
        one of which must be either the president or the
        treasurer or the secretary; or
    \item direct transfer (such as through NetBank) authorised
        by any two (2) members of the EXEC, one of which must be
        either the president or the treasurer or the secretary.
\end{enumerate}
\item Cheques shall be crossed ‘‘not negotiable’’.
\item The EXEC shall determine the amount of petty cash which
    shall be kept.
\item All expenditure shall be approved or ratified at a
    meeting of the EXEC.
\item As soon as practicable after the end of each financial
    year, the treasurer shall cause to be prepared a statement
    containing the particulars of:
\begin{enumerate}
    \item the income and expenditure for the financial year
        just ended; and
    \item the assets and liabilities at the close of that year.
\end{enumerate}
\item The accounts of MSS must be audited one month prior to
    the annual general meeting.
\item The auditor must examine the statement prepared by the
    treasurer and present a report on it to the secretary before
    the next annual general meeting following the financial
    year for which the audit was made.
\item The income and property of MSS must be used solely in
    promoting the objectives of MSS and exercising the powers of
    MSS.
\end{enumerate}

\item Dissolution Clause
\begin{enumerate}
    \item In the event of MSS being dissolved, the funds and assets
        that remain after such dissolution and the satisfaction of
        all debts and liabilities shall be transferred to any
        association with similar purposes which is not carried on
        for the profit for gain of its individual members.
\end{enumerate}

\item Documents
\begin{enumerate}
    \item The EXEC shall provide for the safe custody of books,
        documents and keys of MSS.
    \item The financial year of MSS shall close in September in
        each year.
\end{enumerate}
\end{enumerate}

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\lstinputlisting{main.tex}
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