

# Co-op Society (Co-op Soc)

## CONSTITUTION

Arc @ UNSW Limited

### 1 Introduction

1.1 The official name of the Club shall be Co-op Society (“the Society”)

1.2 The Club shall be affiliated to Arc.

1.3 The aims and objectives of the Club are:

1.3.1 Providing a social and support network to all UNSW Co-op Scholars

1.3.2 Create friendships and professional networks that guide them through their personal and academic lives both now and in the future.

1.4 In all matters not specifically dealt with herein, the procedures set out in the latest edition of Guide for Meetings and Organisations by N.E.R. Renton shall apply.

### Definitions

1.5 For the purposes of this Constitution:

1.5.1 The University shall mean the University of New South Wales;

1.5.2 Arc shall mean Arc @ UNSW Limited;

1.5.3 Re-affiliation shall mean re-affiliation with Arc;

1.5.4 Members shall mean full members of the club;

1.5.5 Associate members shall mean associate members of the club;

1.5.6 The Executive shall mean the Executive of the club;

1.5.7 The Committee shall mean the Executive of the club as well as any member appointed by the Executive to fill a specific role.

1.5.8 The Annual General Meeting shall mean the Annual General Meeting of the club;

1.5.9 An academic day shall mean a day during the first, second or third term of the University’s academic year which is not a Saturday, Sunday, Public Holiday or University Holiday; and

1.5.10 Subjects shall mean units of study offered by the University in progression to the award of a degree.

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

### 2 Membership

2.1 Contact details for members of your club are to remain with the Executive and Arc to have sole access. Contact details are not to be given or sold to any other person.

2.2 The club shall be recognised as a Financial club.

2.3 Full membership shall be open to UNSW students subject to affiliation requirements of Arc who are enrolled in subjects under the jurisdiction of the agreed College, Program, School, or Faculty of the University. They shall not be required to pay any club membership fee, but will have to sign their consent on an annual membership list.

2.4 Associate membership shall be open to all persons who are not UNSW students, and those UNSW students who are not enrolled in subjects under the jurisdiction of the agreed College, Program, School or Faculty of the University subject to affiliation requirements of Arc, provided that they pay an annual membership fee that is set by the club Executive, and they complete a membership form prepared by the club Executive.

2.5 The duration of a person's membership shall be until the club's next Annual General Meeting after they have become a member, or until the end of Week One in Session One of the University year after they have become a member, whichever is the later.

2.6 The club shall comply with Anti-Discrimination legislation in all of its activities and procedures, including the granting of club membership.

2.7 Notwithstanding clause 2.6, a member of a club Executive may have their position declared vacant according to the procedures set out in Section 3.6.

2.8 Notwithstanding clause 2.6, a member or associate member of a club may have their membership terminated after the following procedure is followed:

2.8.1 A motion is carried by the Executive, or the Executive is petitioned by fifteen (15) members to instigate impeachment proceedings;

2.8.2 The members of the club are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 4.2;

2.8.3 The member concerned is notified in writing of the procedures and reasons for proceedings at least seven

(7) days prior to the meeting;

2.8.4 The member concerned is given five (5) minutes to speak against the motion at the meeting;

2.8.5 The motion is carried by the Extraordinary General Meeting.

2.9 Any member of a club or club Executive who believes they have been wrongly expelled may appeal to Arc, who will arrive at the final resolution of the matter.

### **3 Executives**

3.1 The Executive of the club shall be elected from the full members at the Annual General Meeting or Extraordinary General Meeting and shall consist of:

3.1.1 Two (2) Co-Presidents

3.1.2 One (1) Secretary

3.1.3 One (1) Treasurer

3.1.4 One (1) Arc Delegate

3.1.5 Up to One (1) Grievance Officer.

3.1.6 Up to One (1) HR/Grievance Officer; Provided there is no acting Grievance Officer

3.2 One member is permitted to hold two Executive positions, provided that a minimum of three different members shall remain on the Executive at all times, with the exception that the positions of President and Treasurer may not be held by the same person.

3.3 Job sharing of any position is permitted if specified in the role's description (in the constitution) and if the Executive sees fit

3.4 The Executive shall be responsible for the following duties:

3.4.1 The activities of the club,

3.4.2 The finances of the club.

3.4.3 Appointing members to the Committee;

a) Appointments will be made by majority vote at AGM

b) Following this, appointments will be made by majority (online) vote by the society

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

3.6 Any member of the Executive shall have their position declared vacant if they:

3.6.1 Die;

3.6.2 Cease to be a member of the club;

3.6.3 Cease to be a UNSW student;

3.6.4 Are absent from any three (3) consecutive meetings of the club without apology or leave; or

3.6.5 Have their position declared vacant at an Extraordinary General Meeting.

3.7 Any member of the Committee shall have their position declared vacant if they:

3.7.1 Meet the criteria outlined in section 3.6; or

3.7.2 Are removed from their role by majority vote of the Executive.

3.8 Any vacancy on the club Executive must be filled at an Extraordinary General Meeting, via the procedures outlined in Section 4.

3.9 Duties of the following positions shall include but not be limited to:

### **3.9.1 Co-Presidents**

a) To chair all Club, Committee, General and Annual General

Meetings (held during their term) of the club or society;

b) To oversee and coordinate the activities and administration of the club;

c) To ensure that the elected officers of the Club or society perform duties as laid down by the clubs' 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 a thorough knowledge of the club's or society's Constitution;

f) To plan the coming year's activities;

- g) To act as official spokesperson for the Club;
- h) To arrive at a membership fee with the Executive;
- 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 Arc 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 Arc;
- m) To ensure that the Treasurer submits a Financial Report to the Club at the AGM and to Arc and that they have the Club’s finances in good order in preparation for Spot Audits by Arc;
- n) To ensure that Arc is informed of changes to the Executive;
- o) To pass on their knowledge to their successor; and
- p) Other duties as in accordance with the Constitution of the Club.

### ***3.9.2 Secretary***

- a) To be responsible for receiving and replying to all correspondence on behalf of the Club;
- b) To organise meetings, agendas (in consultation with the President), and minutes;
- c) To keep relevant Club papers in order;
- d) To coordinate elections
- e) To coordinate where appropriate - internal executive communication with Committee and Club members, and external entities.
- f) To maintain the membership list, updating when changes are made; and
- g) Liaising with the Co-op Office (with assistance from the Co-Presidents).

### ***3.9.3 Treasurer***

- a) To keep and maintain all Club financial records;
- b) To hold cheque books, petty cash tins etc;
- c) To keep the Club informed of its financial position (at meetings, through regular e-mail reports, or regular newsletter;
- d) To carry out financial transactions as directed by the Club management;
- e) To not lend money, under any circumstances to yourself, Club members or other Clubs;
- 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 Club in debt that cannot be repaid, but should endeavor to match costs and income as closely as possible;
- h) To always insist on a receipt or docket to validate any expenditure by the Club;
- k) To always provide a receipt to a person who gives money to the Club for any reason and bank all money received IMMEDIATELY;
- l) To ensure you have at least two and not more than three signatories who are Executive members to the cheque account;
- m) To ensure that Club funds are not misused at any time; and
- n) To ensure that when smaller amounts of money are spent (petty cash) a receipt or docket must be obtained.
- o) Under no circumstances are any expenses to be met without documentation,

### ***3.9.4 Arc Delegate***

- a) To be aware of the Arc funding system, its requirements and its possibilities for the Club;
- b) To communicate with the Executive before and after each Arc Clubs General Meeting to pass on information (about grants etc);
- c) To liaise with Arc and the Club's Executive;
- d) To have a good working knowledge of Arc forms;
- e) To clear out the Club's pigeonhole in the Arc Resource Centre at least every two weeks; and
- f) To attend Arc Clubs General Meetings or nominate a fellow Club member to attend on your behalf, or send advance apologies (taking the form of a written note detailing your name, Club, and the date of the meeting you cannot attend).
- g) To ensure that changes made to the constitution at an EGM or AGM are in line with Arc requirements;
- h) To ensure that any motions made at any Meeting of the club or society are reflective of the constitution;
- i) To ensure that Arc is informed of any changes to the Executive;

### ***3.9.5 HR and Grievance Officer***

- a) Recruitment and Onboarding: Identifying new members and ensuring smooth onboarding.
- b) Member Relations: Building and maintaining positive member relationships.
- c) The maintenance and review of policies & procedures of the Club, including its Grievance Resolution Policy & Procedure.
- d) Receive complaints and grievances relating to the Club;
- e) To investigate grievances (where necessary) and resolve grievances or make recommendations to the Club Executive on the resolution of grievances;
- f) To act in a fair, ethical and confidential manner in the performance of their duties, and pass on their responsibilities for specific grievances to other Club Executives if they cannot act impartially;
- g) To attempt to best align/adhere with the club's Grievance Resolution Policy & Procedure where applicable; Extending, at minimum, to the Arc Clubs Grievance Resolution Policy & Procedure Requirements for

internal informal (where deemed necessary by the Grievance officer) and internal-formal Grievances omitting external involvement for both.

- h) To notify those involved of the outcome of the grievance;
- i) To notify the Co-op Office of issues, as deemed appropriate;
- j) Member feedback: Gathering and acting on member input;
- k) Membership records: Maintaining up-to-date member data;
- l) Compliance: Ensure rule and policy adherence;
- m) Diversity and Inclusion: Promoting an inclusive environment;
- n) Committee Liaison: Collaborating with other committee members.

## **4.0 Committee**

4.1 The Committee of the club shall be interviewed by the incoming Executive team after the Annual General Meeting or Extraordinary General Meeting.

4.2 A committee shall be a subset of members that have certain tasks of the society delegated to them by the Executive.

4.3 Committee members must be a member of the society.

4.4 Committee members shall at all times report and be responsible to the Executive, and be responsible for leading their working group or subcommittee.

### **4.4.1 Co-op Society Sub-Committee**

- a) Members are elected to be part of this group after Executives signoff following an application.
- b) Members are to be allocated to committee members and assist in the organisation of the club throughout the year.

4.5 Committee members may be appointed and dismissed by the Executive at an Executive Meeting.

4.6 Committee members shall dissolve:

4.6.1 Upon the election of a new Executive;

4.7 Committee members will consist of (at minimum) the following roles;

- 4.7.1 Charity Directors (2)
- 4.7.2 Social Director
- 4.7.3 Marketing Director
- 4.7.4 IT Director
- 4.7.5 Publications Director
- 4.7.6 HR Director; HR/Grievance officer included

4.8 Duties of the following positions shall include but not be limited to:

### **4.8.6 Social**

- a) Play a key role in coordinating events.
- b) Organise the logistics of events ranging from guest invitations, overseeing and coordinating marketing efforts specific to the events.
- c) Liaise with other executive members regarding areas such as financial payments for the events and online registration forms, and ensuring the events run smoothly on the day.
- c) Aim to get the society members together in a fun environment in order to create cohesion amongst the different year groups.

### **4.8.7 Marketing**

- a) To actively and creatively promote Co-op Soc events and activities to facilitate maximum participation in social and networking functions.
- b) Responsible for keeping members informed and updated of any changes to the society or upcoming events through various communication tools.
- c) 2 Co-directors can be elected if the executive sees fit.

### **4.8.8 IT**

- a) Ensure the Co-op Soc website is running effectively and efficiently.
- b) Facilitate the adding of new content and the updating of old content on the website and other online platforms.
- c) Responsible for any other digital content such as the Facebook page and any Event registration forms.

### **4.8.9. Publications**

- a) Research ongoing projects and works conducted by Co-op scholars and alumni and present this in an appropriate manner on a regular basis. Involves (but is not limited to) interviewing people and seeking permission to share the works of others (3<sup>rd</sup> parties).
- b) Liaise with executive members to help promote Co-op Soc. Requires strong collaboration with the Marketing Director to ensure members are updated with the latest Co-op Soc information.  
first year
- c) Assist Marketing Director in producing relevant marketing materials.

### **4.8.10 First Year Representative (2)**

- a) To encourage first years to get involved in the club's activities;
- b) To be aware of the general needs and wants of the first years and communicate this at meetings;

### **4.8.11 Charity (2)**

- a) Responsible for coming up with new ideas as to which charity to sponsor and how to sponsor them e.g. monetarily, stationary drives, volunteering etc
- b) Liaising with charities
- c) Organising events to raise money for charity and ratifying ideas through event planning
- d) Establishing relations and liaising with other companies/individuals to set up partnerships sponsoring their event
- e) Bring charities and students together and provide rewarding experiences that deliver impactful contributions.
- f) Enable, empower and facilitate Co-op scholars with the opportunity make positive change in the world

#### **4.8.11 HR**

- a) Recruitment and Onboarding: Identifying new members and ensuring smooth onboarding.
- b) Member Relations: Building and maintaining positive member relationships.
- c) Act in the place (or first priority fall back) as Grievance Officer during, but not limited to, conflicts of interest or an inability of the current Grievance Officer to act.

## **5 Meetings**

### Annual General Meetings

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

5.2 Notice in the form of an agenda for the Annual General Meeting shall be no less than seven (7) days, and is to be:

5.2.1 Given in writing to Arc;

5.2.2 Given in writing to all club members, or upon approval by Arc displayed in a way that will guarantee an acceptable level of exposure among club members.

5.3 Quorum for the Annual General Meeting shall be fifteen members or one half of the club membership, whichever is the lesser.

5.4 Prior to an Annual General Meeting:

5.4.1 Online nominations for new Executive & Committee positions will be released and announced no less than fourteen (14) days prior to the AGM; and

5.4.2 Online elections for new Executive & Committee positions will be conducted for 48 hours prior to the AGM

5.5 At an Annual General Meeting:

5.5.1 Reports shall be presented by at least the President and the Treasurer;

5.5.2 Full financial reports shall be presented and adopted, such reports should separately identify the financials for general activities and charitable activities, including separate cash balances for both general and charitable reserves.

5.5.3 Results of new Executive & Committee elections will be announced; and

5.5.4 Constitutional amendments and other motions on notice may be discussed and voted upon.

5.6 Full minutes of this meeting, including a list of the new Executive, written financial reports, and constitutional amendments, shall be forwarded to Arc within fourteen (14) days of the meeting.

5.6.1 Full minutes of this meeting, including a list of the new Executive and constitutional amendments, shall be forwarded to the Co-op Office within fourteen (14) days of the meeting.

### ***Extraordinary General Meetings***

5.6 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 3.8.

5.7 The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting, except that Executive elections will not be held unless specifically notified.



5.8 To petition Extraordinary General Meeting fifteen (15) members or half of the club membership, whichever is the lesser, must petition the Executive in writing.

5.9 Such a petitioned meeting must be held within twenty-one (21) days, but no sooner than seven (7) days.

5.10 There shall be other general meetings of the club as the Executive sees fit.

## **Meetings**

5.11 General requirements for all meetings are as follows:

5.11.1 All voting at meetings shall be with a simple majority required for a resolution to be passed;

5.11.2 Each member is entitled to one vote;

5.11.3 Proxies shall be allowed in meetings and the procedure shall comply with the requirements of Arc;

5.11.4 In the case of equality of voting the President shall have a casting vote;

5.11.5 Elections for Executive shall use the “single transferable vote” electoral system, a variant of the instant-runoff preferential voting system.

5.11.5.1 Each candidate must reach the quota of votes as determined by the Droop quota for that position.

5.11.6 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting;

5.11.7 Constitutional changes passed at an Annual or Extraordinary General Meeting must be approved by Arc for the club to remain affiliated with Arc.

## **Handover Meeting**

5.12.1 There shall be a Handover Meeting no more than a calendar month after the pronouncement of election results.

5.12.2 All members of both the current Executive, and the Executive-elect are required to attend the Handover Meeting where possible.

5.12.2.1 Executives or Executive-elect who are not able to attend the Handover Meeting must hold a one on one with the Executive/Executive-elect for that role and complete the process as outlined in

5.12.4

5.12.3 The Handover Meeting shall be held in confidence.

5.12.4 At the Handover Meeting, the Executive shall pass on all knowledge of, and advice regarding, the Society to the Executive-elect.

5.12.5 At the conclusion of the Handover Meeting, the Executive is dissolved and the Executive-elect assume their elected positions.

## **Executive Meetings**

5.13.1 There shall be Executive Meetings as the Executive sees fit.

5.13.2 All members of the Executive are required to attend Executive Meetings.

5.13.3 Executive Meetings shall be held in confidence, except that the Executive may invite members of the society or other guests to attend. These observers shall have no vote.

5.3.3.4 Heads of committee are required to attend.

5.13.5 The secretary shall send the agenda for the meeting, to all those required to attend, no later than one (1) day prior to the meeting.

## **6 Finance**

6.1 The club shall hold an account with a financial institution approved by Arc.

6.2 The Executive must approve all accounts and expenditures for payment.

6.3 All financial transactions shall require two signatures of members of the Executive.

6.4 The club shall nominate three members of the Executive as possible signatories for the account, one of which must be the club Treasurer

6.5 The financial records of the club shall be open for inspection by Arc at all times.

6.6 Reserves inherited from the Co-op Soc Charitable Society and profits arising from future charitable events ('Charitable Reserves') shall be held in a separate bank account to that of Co-op Soc's general reserves.

6.6.1 The signatories on the account with the Charitable Reserves shall be the Treasurer and the two Charity Directors

6.7 Charitable Reserves shall not be appropriated for use outside of the execution of charity-related events, and vice versa. This clause may not be repealed.

6.7.1 Where the continued operation of the Co-op Soc ('the society') is no longer viable, the society shall ensure that the Charitable Reserves are used for their intended purpose by carrying one of the below motions:

1. The Charitable Reserves shall be remitted in the form of a charitable donation to a charity or list of charities approved by the majority of the society's members.
2. The Co-op Soc Charitable Society ('CSCS') shall be reformed and assume ownership of the Charitable Reserves. If this motion is carried, the previous CSCS constitution shall be adopted.

6.7.2 The prevailing motion shall be determined by a majority vote

6.7.3 For the purpose of clause 6.7 'Charity-Related Events' shall be interpreted as events in which the sole purpose is to support a charitable cause or raise awareness about an issue.

6.8 If funds are appropriated in contravention with clause 6.7, all club members must be notified immediately of such a breach and the Treasurer shall be immediately dismissed and be barred from re-election

## **7 Dissolution**

7.1 Dissolution of the club will occur after the following conditions have been met:

7.1.1 An Extraordinary General Meeting is petitioned in writing as set out in 4.8

7.1.2 Procedures for notification as set out in 3.2 are followed, and the reasons for the proposed dissolution are included with the notification to Arc;

7.1.3 Quorum for the meeting to dissolve the club shall be twenty (20) members or three-quarters of the club membership, whichever is the lesser;

7.1.4 No other business may be conducted at the meeting to dissolve the club;

7.1.5 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;

7.1.6 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the club;

7.1.7 If the motion to dissolve is carried, Arc must be notified within fourteen (14) days.

7.2 Dissolution of the club will also occur if the club has been financially and administratively inactive for a period of eighteen (18) months.

7.3 On dissolution of the club, the club is not to distribute assets to members. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members (for charity reserves, see clause 6.7). This organisation may be nominated at the dissolution meeting of the club. If no other legitimate club or organisation is nominated, Arc will begin procedures to recover any property, monies or records belonging to the club which it perceives would be useful to other Arc-affiliated clubs. The club will be given twenty one (21) days to forward all relevant items to Arc before any action is instigated.

## **8 Additions**

8.1 Only Co-ops students can be elected to hold positions on the Executive