

# **Computer Science and Engineering Revue Society**

## **CONSTITUTION**

### **1 Introduction**

- 1.1 The official name of the society shall be Computer Science and Engineering Revue Society.
  - 1.1.1 The official abbreviated name of this society shall be CSE Revue.
- 1.2 The society shall be affiliated to Arc.
- 1.3 The aims and objectives of the society are:
  - 1.3.1 To stage the CSE Revue theatrical production annually;
  - 1.3.2 To proactively develop, promote, showcase and provide an outlet for the creative talent and skills within CSE; and
  - 1.3.3 To contribute to student life at UNSW and promote student theatre on campus.
- 1.4 In all matters not specifically dealt with herein, the procedures set out in the 8th edition of Guide for Meetings and Organisations by N.E.R. Renton shall apply.
- 1.5 Definitions for the purposes of this constitution:
  - 1.5.1 UNSW shall mean the University of New South Wales;
  - 1.5.2 CSE shall mean the School of Computer Science and Engineering at the University of New South Wales;
  - 1.5.3 Arc shall mean Arc @ UNSW Limited;
  - 1.5.4 The Show shall mean the annual CSE Revue theatrical production;
  - 1.5.5 Full members shall mean the full members of the society;
  - 1.5.6 Associate members shall mean the associate members of the society;
  - 1.5.7 Members shall mean all full and associate members;
  - 1.5.8 The Executive shall mean the Executive of the society;
  - 1.5.9 A portfolio shall mean a group of members appointed by the Executive to fulfil a specific role.
  - 1.5.10 AGM shall mean the Annual General Meeting of the society;
  - 1.5.11 EGM shall mean an Extraordinary General Meeting of the society; and
  - 1.5.12 The Mandatory EGM shall mean the EGM required under clause 6.2.
- 1.6 Unless otherwise specified, a day, week, month, or year refers to a calendar day, week, month, or year.

### **2 Membership**

- 2.1 Contact details for members of the society shall be accessible only by the Executive and Arc. Contact details are not to be given or sold.
- 2.2 Full membership of the society shall be open to all UNSW students, provided they complete a membership form prepared by the Executive.
  - 2.2.1 Any full member who ceases being a UNSW student shall become an associate member for the remainder of the duration of their original membership.
- 2.3 Associate membership shall be open to all persons who are not UNSW students, provided they complete a membership form prepared by the Executive.

- 2.4 The duration of a person's membership shall be until the society's next AGM after they have become a member.
- 2.5 The society shall comply with anti-discrimination legislation in all of its activities and procedures, including the granting of society membership.
- 2.6 Notwithstanding clause 2.4, a member of the society may have their membership terminated after the following procedure is followed:
  - 2.6.1 The Executive is petitioned by fifteen (15) full members to instigate impeachment proceedings under section 6.4;
  - 2.6.2 The members of the society are notified of the proceedings formally as a motion on notice to an EGM under section 6.5;
  - 2.6.3 The member concerned is notified in writing of the procedures and reasons for proceedings at least seven (7) days prior to the meeting;
  - 2.6.4 The member concerned is given five (5) minutes to speak against the motion at the EGM;
  - 2.6.5 The motion is carried by a majority at the EGM.
- 2.7 Any member of the society who believes they have been wrongly expelled may appeal to Arc, who will arrive at the final resolution of the matter.

### **3 Committees**

#### **Executive**

- 3.1 The Executiveshall be elected from full members at the AGM and shall consist of:
  - 3.1.1 At least one (1) and no more than three (3) Directors;
  - 3.1.2 At least one (1) and no more than three (3) Producers;
  - 3.1.3 A Secretary;
  - 3.1.4 A Treasurer;
  - 3.1.5 An Arc Delegate;
  - 3.1.6 A Grievance Officer; and
  - 3.1.7 A President.
- 3.2 In addition:
  - 3.2.1 The President must also hold the position of Producer; and
  - 3.2.2 The Grievance Officer must also hold another position within the Executive.
- 3.3 An Executive position may only be held by a full member.
- 3.4 One (1) member is permitted to hold up to two (2) Executive positions, with the exceptions of holding both:
  - 3.4.1 President and Treasurer; or
  - 3.4.2 Producer and Director.
- 3.5 The Executive shall be responsible for the following duties:
  - 3.5.1 Coordinating and executing activities to further the aims and objectives of the society;
  - 3.5.2 Maintaining and managing the finances of the society;
  - 3.5.3 Actively contributing to the everyday management of the society;
  - 3.5.4 Consulting the Executive prior to making any decisions that will impact the society;
  - 3.5.5 Performing an in-depth handover to their successors to acquaint them with their responsibilities and duties;
  - 3.5.6 Appointing members to be portfolio heads;

- 3.5.7 Maintaining and reviewing the policies & procedures of the society, including its Grievance Resolution Policy & Procedure; and
- 3.5.8 Performing any specific duties set out under section 4.
- 3.6 The Executive is at all times bound by the decisions of a society AGM or EGM.
- 3.7 Any member of the Executive shall have their position declared vacant if they:
  - 3.7.1 Die;
  - 3.7.2 Cease to be a full member;
  - 3.7.3 Tender in writing a letter of resignation addressed to the President;
  - 3.7.4 Have their position declared vacant at an EGM following the procedures set out under section 2.6.
    - a) If they are absent from any three (3) consecutive meetings of the society without sufficient apology or leave, an EGM shall be called to vacate their position.
- 3.8 Any member of the Executive who believes they have been wrongly expelled may appeal to Arc, who will arrive at the final resolution of the matter.
- 3.9 Any vacancy on the Executive must be filled at an EGM following the procedures set out under section 7.

## **Portfolios**

- 3.10 Portfolios may be established by the Executive to carry out functions prescribed by the Executive.
- 3.11 Each portfolio may have one (1) or more portfolio head(s) appointed by majority vote of the Executive to coordinate the portfolio and carry out tasks as directed by the Executive.
- 3.12 The members of a portfolio shall be appointed by the Executive or, if directed by the Executive, the portfolio head(s).
- 3.13 Any member of a portfolio shall have their position declared vacant if they:
  - 3.13.1 Die;
  - 3.13.2 Cease to be a member;
  - 3.13.3 Resign from their role, giving one (1) week notice to the Executive; or
  - 3.13.4 Are removed from their role by majority vote of the Executive.

## **4 Specific Duties of Executive Roles**

- 4.1 Directors
  - 4.1.1 To provide and oversee the creative vision of the Show;
  - 4.1.2 To liaise with the other Executives to devise schedules, deadlines and procedures to ensure the creative vision can be responsibly implemented and financed;
  - 4.1.3 To liaise with and oversee the duties of portfolio heads;
  - 4.1.4 To ensure adequate onstage and onscreen content is created for Show; and
  - 4.1.5 To recruit and oversee the training of a cast to perform in the Show.
- 4.2 Producers
  - 4.2.1 To oversee and coordinate the activities and administration of the society;
  - 4.2.2 To identify, approach and close sponsorship arrangements with corporate sponsors to provide funding for the society;
  - 4.2.3 To liaise with and oversee the duties of portfolio heads;
  - 4.2.4 To schedule and oversee the processes required to successfully and responsibly administer, fund and deliver the Show;
  - 4.2.5 To oversee the promotion and publication of the Show; and
  - 4.2.6 To ensure theatre for Show is booked at least five (5) years in advance.

- 4.3 Secretary
  - 4.3.1 To be responsible for receiving and replying to all correspondence on behalf of the society;
  - 4.3.2 To organise meetings, agendas (in consultation with the President), and minutes;
  - 4.3.3 To keep relevant society documents (hardcopy and digital) in order; and
  - 4.3.4 To maintain an updated membership list.
- 4.4 Treasurer
  - 4.4.1 To ensure all society financial records are up-to-date and in good order;
  - 4.4.2 To hold cheque books, cash boxes, etc;
  - 4.4.3 To responsibly manage and keep the Executive informed of the society's financial position;
  - 4.4.4 To present a report on the society's finances at the Mandatory EGM;
  - 4.4.5 To carry out financial transactions as directed by the Executive;
  - 4.4.6 To organise petty cash floats when required;
  - 4.4.7 To ensure all money received by the society is banked promptly;
  - 4.4.8 To not lend money, under any circumstances, to themselves, society members or other societies;
  - 4.4.9 To not put the society in debt that cannot be repaid, but should endeavour to match costs and income as closely as possible;
  - 4.4.10 To always insist on a receipt, docket or other such proof of purchase to validate any expenditure by the society;
  - 4.4.11 To ensure that all society income and expenditure is documented;
  - 4.4.12 To ensure that society funds are not misused at any time; and
  - 4.4.13 To ensure all financial records are handed over to the incoming Treasurer at the end of term.
- 4.5 Arc Delegate
  - 4.5.1 To liaise with Arc in order to represent the society's interests;
  - 4.5.2 To liaise with other UNSW bodies, including (but not limited to) the School of CSE and Faculty of Engineering;
  - 4.5.3 To be familiar with the services and funding offered by Arc, to make other Executive members aware of these opportunities, and to ensure the society takes full advantage of them;
  - 4.5.4 To apply for Arc subsidies and grants, whenever possible, including for all society events and purchases;
  - 4.5.5 To ensure that Arc forms are brought to every event and signed by all attendees;
  - 4.5.6 To book spaces and equipment for events through Arc or other appropriate UNSW body, when required;
  - 4.5.7 To ensure that an "Application for Affiliation" form accompanied by the minutes of the most recent AGM and an updated membership list is submitted to Arc;
  - 4.5.8 To attend Arc Clubs Briefings or nominate a fellow society member to attend on their behalf, or send apologies in advance (taking the form of an email detailing their name, society, and the date of the meeting they cannot attend); and
  - 4.5.9 To communicate with the Executive before and after each Arc Clubs Briefing to pass on information (about grants etc).
- 4.6 Grievance Officer
  - 4.6.1 To receive complaints and grievances relating to the society;
  - 4.6.2 To investigate grievances (where necessary) and resolve grievances or make recommendations to the Executive on the resolution of grievances;

- 4.6.3 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 Executives if they cannot act impartially; and
- 4.6.4 To notify those involved of the outcome of the grievance.
- 4.7 President
  - 4.7.1 To chair all Executive and general meetings, or appoint someone else to do so in their place;
  - 4.7.2 To act as official spokesperson for the society;
  - 4.7.3 To ensure that each member of the Executive performs their duties as laid down in this constitution;
  - 4.7.4 To have a thorough knowledge of the society's constitution and ensure that it is adhered to;
  - 4.7.5 To liaise with Arc and other UNSW bodies, societies and organisations as required in the running of the society;
  - 4.7.6 To present a report on the society's activities at the Mandatory EGM; and
  - 4.7.7 To have a casting vote in instances of tied voting.

## **5 Financials**

- 5.1 The society shall hold an account with a financial institution approved by Arc.
- 5.2 The Executive must approve all accounts and expenditures for payment.
- 5.3 The society shall nominate three (3) members of the Executive as possible signatories for the account, one of which must be the Treasurer.
- 5.4 All account transactions shall require the signatures of two (2) of the signatories from the Executive.
- 5.5 The financial records of the society shall be open for inspection by Arc at all times.

## **6 Meetings**

- 6.1 There shall be one (1) AGM every calendar year.
- 6.2 There shall be at least one (1) EGM every calendar year (the 'Mandatory EGM') which shall be held within three (3) months of the conclusion of the show.
- 6.3 The Executive may call an EGM whenever they see fit.
- 6.4 The Executive must hold an EGM if it is petitioned by at least fifteen (15) full members or half of the society membership, whichever is less. This is based on the membership list at the time that notice of the meeting is given.
  - 6.4.1 Such a petitioned meeting must be held within twenty-one (21) days, but no sooner than seven (7) days.
- 6.5 Notice in the form of an agenda for a general meeting shall be no less than seven (7) days, and is to be:
  - 6.5.1 Given in writing to Arc; and
  - 6.5.2 Given in writing to all society members or, upon approval by Arc, displayed in a way that will guarantee an acceptable level of exposure among society members.
- 6.6 Quorum for a general meeting shall be fifteen (15) full members or half of the society membership, whichever is less.
- 6.7 At the Mandatory EGM:

- 6.7.1 Reports shall be presented by at least the President and the Treasurer;
- 6.7.2 Full financial reports shall be presented and adopted; and
- 6.7.3 Constitutional amendments and other motions on notice may be discussed and voted upon.
- 6.7.4 Full minutes of this meeting, including written financial reports and any constitutional amendments, shall be forwarded to Arc within fourteen (14) days of the meeting.
- 6.8 At the AGM:
  - 6.8.1 Elections for a new Executive shall be conducted; and
  - 6.8.2 Constitutional amendments and other motions on notice may be discussed and voted upon.
  - 6.8.3 Full minutes of this meeting, including a list of the new Executive and any constitutional amendments, shall be forwarded to Arc within fourteen (14) days of the meeting.
- 6.9 Requirements for all general meetings are as follows:
  - 6.9.1 All voting at meetings, with the exception of Executive elections, shall be with a simple majority required for a resolution to be passed;
  - 6.9.2 Each full member is entitled to one (1) vote;
  - 6.9.3 Proxies shall be allowed at the discretion of the Executive or when required by Arc;
    - a) A full member may empower another full member to act as their proxy by notifying the Executive of the full name and student number of their proxy prior to the commencement of the general meeting; and
    - b) A person may only act as a proxy for at most one (1) other member.
  - 6.9.4 In the case of equality of voting, the President shall have a casting vote;
  - 6.9.5 Constitutional changes must be in the form of a motion on notice to a general meeting; and
  - 6.9.6 Constitutional changes passed at a general meeting must be approved by Arc for the society to remain affiliated with Arc.

## 7 Procedure for Executive Elections

- 7.1 The Executive shall prepare a form for members interested in running for Executive positions, including details of positions and duties.
  - 7.1.1 This form shall be distributed to all full members at least seven (7) days prior to its submission deadline.
- 7.2 Members interested in running for Executive positions must submit this form and attend an information panel organised by the Executive.
  - 7.2.1 Interested members who are unable to attend the information panel must contact the Executive to make alternative arrangements.
  - 7.2.2 Only full members may attend the information panel.
- 7.3 The purpose of the information panel shall be:
  - 7.3.1 To advise the potential candidates on the responsibilities and duties of the Executive; and
  - 7.3.2 To advise the potential candidates which role(s) they would be best fit for.
- 7.4 Attendees of the information panel will then be invited to submit an application form to run for an Executive position.
  - 7.4.1 This form shall require a candidate blurb that will be distributed to the society.

- 7.4.2 This form shall be distributed to all attendees at least seven (7) days prior to its submission deadline.
- 7.5 The Executive shall call a general meeting.
- 7.6 The full list of candidates, the positions they are applying for and each candidate's blurb shall be circulated to the full membership no less than two (2) days prior to the meeting.
- 7.7 The President must appoint at least two (2) ballot officers prior to the commencement of elections.
  - 7.7.1 The ballot officers must be full or associate members of the society.
  - 7.7.2 The ballot officers must not be running for election in any Executive position and, notwithstanding clause 6.9.2, may not vote in any ballot at the meeting.
- 7.8 At the elections, Executive positions will be elected in the following order:
  - 7.8.1 Directors
  - 7.8.2 Producers
  - 7.8.3 Secretary
  - 7.8.4 Treasurer
  - 7.8.5 Arc Delegate
  - 7.8.6 President
  - 7.8.7 Grievance Officer
- 7.9 For each position, each candidate will, in turn, present a prepared speech and then respond to any questions from the floor ('question time').
  - 7.9.1 The duration of speeches and question time shall be determined by the Executive and communicated to all candidates at least seven (7) days before the Mandatory EGM.
  - 7.9.2 During the speech or question time of a candidate, the other candidates for that position may not be in the room.
- 7.10 Voting for each position will be held after the speeches and question times of all candidates for that position.
  - 7.10.1 Voting shall be performed by secret ballot.
  - 7.10.2 Eligibility of votes are as specified under clauses 6.9.2 and 6.9.3.
  - 7.10.3 Candidates may not vote or act as a proxy for a position they are running for.
  - 7.10.4 A valid ballot must consist of unique candidate preferences, numbered consecutively, where:
    - a) "1" represents a first preference vote;
    - b) Not preferencing a candidate represents a vote of no confidence for that candidate; and
    - c) A blank ballot represents a vote of no confidence for all candidates.
  - 7.10.5 Candidates for a position may not be in the room during the voting for that position.
- 7.11 Ballots shall be independently counted by the ballot officers during the speeches for the next position or, if it is the final position to be elected, after they have been cast, according to the following procedure:
  - 7.11.1 Ballots that do not adhere to clause 7.10.4 shall be deemed invalid and be discarded.
  - 7.11.2 Any candidate who receives fewer preference votes than no confidence votes shall have their votes discarded and shall not be elected to that position.
  - 7.11.3 For Director and Producer elections, votes shall be counted as follows:
    - a) First ("1"), second ("2") and third ("3") preference votes shall all be counted as votes of equal value.
    - b) Candidates shall be ranked according to the number of such votes, unless defeated by no confidence under clause 7.11.2.

- c) Ties between candidates shall be broken by counting who has the greater number of first ("1") preference votes. In the case of a continued tie, subsequent preferences shall be counted in turn in this manner until the tie has been broken. If all preferences have been exhausted and the result is still tied, the President shall have a casting vote.
  - d) All candidates within the top three (3) rankings shall be elected.
- 7.11.4 For all other elections, votes shall be counted as follows:
  - a) The candidate with the greatest number of first ("1") preference votes shall be elected, unless defeated by no confidence under clause 7.11.2.
  - b) Ties between candidates shall be broken by counting who has the greater number of second ("2") preference votes. In the case of a continued tie, subsequent preferences shall be counted in turn in this manner until the tie has been broken. If all preferences have been exhausted and the result is still tied, the President shall have a casting vote.
- 7.12 The results of a position's election shall be announced prior to the commencement of voting for the next position or, if it is the final position to be elected, after the ballots have been counted.
  - 7.12.1 If no candidate is elected to a position, nominations for the position shall be opened to the floor and another election shall be held for the position.
  - 7.12.2 If half or more of the ballots cast for an election are invalid, then the election shall be declared invalid and the floor shall be asked to recast their ballots for the election.
  - 7.12.3 Any revoting of a position shall be held after the voting of the next position, following the procedures set out under section 7.11.
- 7.13 The results of the elections shall be announced to the members of the society within two (2) days of the general meeting in which they were held.

## 8 Dissolution

- 8.1 Dissolution of the society will occur after the following conditions have been met:
  - 8.1.1 An EGM is petitioned in writing as set out in section 6.4;
  - 8.1.2 Procedures for notification as set out in section 6.5 are followed, and the reasons for the proposed dissolution are included with the notification to Arc;
  - 8.1.3 Quorum for the meeting to dissolve the society shall be twenty (20) full members or three-quarters of the society membership, whichever is less;
  - 8.1.4 No other business may be conducted at the meeting to dissolve the society;
  - 8.1.5 After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten (10) minutes set aside for this purpose;
  - 8.1.6 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more full members of the society;
  - 8.1.7 If the motion to dissolve is carried, Arc must be notified within fourteen (14) days.
- 8.2 Dissolution of the society will also occur if the society has been financially and administratively inactive for a period of eighteen (18) months.
- 8.3 On dissolution of the society, the society 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. This organisation may be nominated at the dissolution meeting of the society. If no other legitimate society or organisation is nominated, Arc will begin procedures to recover any property, monies or records belonging to the society which it perceives would be



useful to other Arc-affiliated societies. The society will be given twenty-one (21) days to forward all relevant items to Arc before any action is instigated.