

# The Constitution of the UWA Programming Competition Society

## 1 Name

1. The name of the Society shall be: **The UWA Programming Competition Society**.
2. The Society will also go by the abbreviations **PCS** and **UWA PCS**.

## 2 Definitions

1. the University — the University of Western Australia.
2. the Guild — the UWA Student Guild.
3. the Society — the UWA Programming Competition Society.
4. Regulation — a rule, passed by Committee, with ongoing consequences to the Society.
5. Fresher — a first time member of the club.

## 3 Objectives

1. To encourage and facilitate competitive programming at the University and within the wider community.
2. To become and remain affiliated with the Societies Council of the Guild.
3. To encourage and facilitate computer science and mathematics education at the University and within the wider community.
4. To encourage and facilitate the holding of events and functions beneficial to Objectives of the Society.
5. To encourage and promote cooperation between the Society and other societies and community-based organizations representative of the Society's interests.
6. To ensure that the Society shall not by way of gift transmit any monies, grants or property to any person except in the direct cause of these Objectives and as detailed in section 16.

## 4 Membership of the Society

1. Society membership is targeted at, but not restricted to:
  - (a) Students of the University
  - (b) Members of the Guild
  - (c) Past members of the Society
2. Membership shall not be made available to persons who have been expelled (see section 13).
3. Honorary life membership may be conferred by a two-thirds majority of a General Meeting upon any member who has performed outstanding service to the Society.
4. The annual subscription for members shall be set by the Committee of the Society, subject to any restrictions set by the Guild.

5. A financial member is a member who has paid their annual subscription for this year.
6. Financial memberships expire 1 day prior to the holding of the Annual General Meeting in the subsequent year from its payment (see section 7).

## 5 The Committee

1. The Committee of the Society shall consist of:
  - (a) The executive office bearers:
    - President
    - Vice-President
    - Treasurer
    - Secretary
  - (b) The non-executive Committee members:
    - Fresher Representative
    - Three Ordinary Committee Members
2. The Committee members shall remain in office until the next Annual General Meeting or until they lose the confidence of a General Meeting, at which their position is declared vacant (see item 5.3).
3. By two-thirds majority vote, the General Meeting may remove any member of the Committee from office. They must then elect a member to that role, following the rules laid out in section 7.
4. If a Committee member ceases to meet the eligibility requirements for their position, as detailed in section 7, they shall cease to hold office and the position shall be declared vacant.
5. If a Committee member resigns or ceases to hold office for any reason, the vacancy shall either:
  - (a) Be filled through appointment by Committee from the financial membership of the club, subject to review at the next General Meeting.
    - i. When reviewing, a simple majority vote of the General Meeting will confirm the appointment. If such a vote fails then the position must be immediately filled by election (as per section 7).
  - (b) Remain vacant and be filled by election (as per section 7) at the next General Meeting, which must be held within the next 2 weeks.
6. No member of Committee may fill two roles simultaneously. Upon being appointed to a second position, they immediately cease to hold the first and are subject to the rules given in item 5.5.

## 6 General Meetings

1. A General Meeting shall be open to all members of the Society.
2. The quorum of a General Meeting shall consist of 17 financial members of the Society.
3. The Committee may, at any time, call a Ordinary General Meeting of the Society.
4. The Secretary shall call a Special General Meeting upon receiving a written requisition from at least 8 financial members of the Society.
  - (a) The meeting shall be held no later than 14 days immediately following receipt of such requisition.
    - i. If the secretary fails to call the meeting within that time, any of the signatories of the requisition may do so.
  - (b) Any business set out in the requisition shall have priority over all other business.
5. The Secretary shall make all reasonable attempts (including but not limited to publications required by the Guild, and any official club publications) to notify all members of any General Meeting together with that meeting's agenda at least four days prior to the date appointed for that meeting.

- (a) This agenda may be changed during the meeting, subject to the restriction in item 6.4b if appropriate.
- 6. No General Meeting may be held while a Guild General Meeting is in progress, except where the written notice of the meeting was given before the written notice of the Guild General Meeting. Any such meeting being conducted in contravention of this requirement shall disband immediately on the order of a disciplinary officer of the Guild.
- 7. All General Meetings of the Society shall be conducted in accordance with the procedures in the Standing Rules and Orders of the Guild Council.
- 8. The General Meeting shall, in addition to the powers expressly granted to it by this Constitution, have all powers which are granted to the Committee.

## **7 Annual General Meetings of the Society**

- 1. The Society shall hold its Annual General Meeting within the first four weeks of each academic year.
- 2. The Society may, at the Annual General Meeting, select a patron who, willing to do so, shall hold office until the succeeding Annual General Meeting.
- 3. Before the Annual General Meeting, the Secretary shall call for nominations for the offices and Committee of the Society, and shall include the same in the notice of the Annual General Meeting. Nominations shall close at that meeting.
- 4. The election of the Committee of the Society shall be conducted by approval voting (i.e. each member may vote for any number of candidates) subject to the following conditions:
  - (a) Only financial members of the Society may nominate, vote, or be nominated.
  - (b) Absentee votes are only accepted in the form of explicit written instructions detailing the candidates and the positions the member is voting for those candidates to take.
  - (c) Members must have been members for at least 42 days prior to the election in order to be eligible to absentee vote.
  - (d) Absentee votes do not count towards quorum.
  - (e) All executive office bearers must be students at the University and Guild members for the duration of their term.
  - (f) Only Freshers shall be eligible for the position of Fresher Representative.

## **8 Committee Meetings**

- 1. The Committee shall meet as such times and places as the President, in consultation with the other Committee members shall determine.
- 2. The quorum of a Committee meeting shall be 4 Committee members of which at least 2 must be executive office bearers.
- 3. The Committee shall only exercise its powers (as defined in this constitution or in Regulations) at a properly convened meeting of the Committee, except as elsewhere provided in the Constitution.
- 4. The Secretary or President shall cause all members of the Committee to receive three days notice of any such meeting including an agenda of the business to be discussed. This agenda may be expanded upon during the meeting.
  - (a) A meeting may be called without this notice if 6 Committee members of which at least 3 are executive office bearers are present.
- 5. The Secretary shall forthwith call a Special Committee Meeting upon receiving a written requisition from at least two Committee members.

- (a) Any such Special Meeting shall be held not later than seven days immediately following the receipt of such requisition.
    - i. If the Secretary fails to call the meeting within that time, any one of the members signing the requisition may do so.
  - (b) Any business set out in the requisition shall have priority over all other business.
6. All meetings of the Committee shall be conducted in accordance with the procedures prescribed in the Standing Rules and Orders of the Guild Council.
  7. Subject to this Constitution, the Committee shall be responsible for giving effect to the objectives of the Society (see section 3) and for carrying on its everyday business.
  8. Towards this end, the Committee shall have the power to:
    - (a) Acquire and dispose of property, dispose of money, open banking accounts, and enter into contracts.
      - i. The Committee shall not borrow money or incur debts or liabilities on behalf of or in the name of the Society to an amount greater than five dollars per existing financial member of the Society.
    - (b) Make Regulations for the orderly and proper management of the affairs of the Society.
      - i. So long as no Regulation is in conflict with this Constitution.
    - (c) Impose fines for the breach of this Constitution or Regulations.
  9. These powers are in addition to any other powers given in this Constitution (in particular, see section 12).

## 9 Duties and Powers

1. The President shall have the following duties and powers, in addition to those elsewhere in the Constitution and in any Regulations:
  - (a) To coordinate and supervise the work of the Committee.
  - (b) To carry out the will of the Society.
  - (c) To chair Committee and General Meetings of the Society.
  - (d) When immediate action is required in any matter affecting the interests of the society:
    - i. To take such actions upon seeking the advice and agreement of another member of the Committee (preferably the Vice-President).
    - ii. Any actions taken as such, shall be subject to review at the next Committee meeting.
2. The Vice-President shall have the following duties and powers, in addition to those elsewhere in the Constitution and in any Regulations:
  - (a) Assisting the President wherever possible.
  - (b) Whenever the President is unavailable, to take on the duties and powers of the President as detailed in item 9.1.
3. The Treasurer shall have the following duties, in addition to those elsewhere in the Constitution and in any Regulations:
  - (a) To keep proper books of account dealing with the property and finances of the Society and to furnish the Committee with such information upon request.
  - (b) To arrange and be responsible for the handling of the petty cash.
  - (c) To prepare a financial statement detailing income and expenses during their term of office, for presentation at the Annual General Meeting.
  - (d) To produce and deliver all necessary books, vouchers and other documents to the persons appointed by the Guild for the purpose of conducting and audit, insofar as such persons require.

- (e) To produce and deliver all necessary books, receipts and other documents to the persons appointed by the Guild for the purpose of obtaining grants, insofar as such persons require.
- 4. The Secretary shall have the following duties, in addition to those elsewhere in the constitution and in any Regulations:
  - (a) To record and distribute all proceedings of the Society in all meetings.
  - (b) To provide the Guild with information about the Society, upon request.
  - (c) To keep record of all Society members, and their contact information.
  - (d) To keep record of any members granted special powers, rights, or responsibilities by Committee.
  - (e) To keep record of any Regulations passed by Committee.
- 5. The Fresher Representative shall have the following duties, in addition to those elsewhere in the constitution and in any Regulations:
  - (a) To look out for the needs and rights of the Freshers.
  - (b) To be aware of, and acquainted with all Freshers of the Society, insofar as is possible.
  - (c) To be involved, insofar as is possible, in any Fresher targeted activity the Society may run.
- 6. Should any of the Committee members be temporarily unable to fulfill their duties, as defined above, another willing member of Committee shall, at the request of Committee take on some or all of their duties.

## 10 Finances

- 1. All monies due and payable to the Society shall be received by the Treasurer who shall lodge them without undue delay in the Society Banking Account for the credit of the Society.
- 2. Any two Committee members shall be empowered to jointly sign or otherwise approve forms of authority for the withdrawal of any money from the the Society's Banking Account.
- 3. With exception of the executive power of the President (item 9.1d), no payments shall be made on behalf or in the name of the Society unless it has been authorised by the Committee.

## 11 Major Obligations to the Guild

- 1. The Society shall comply with the rules of the Guild and the Societies Council of the Guild, and all other provisions enrolled upon the Guild Statutes Book.
  - (a) The executive office bearers shall jointly and severally responsible for such compliance.
- 2. Such rules supersede the Regulations of the Society, and this Constitution, if and where contradiction occurs.

## 12 Suspension of Members

- 1. The Committee has the ability to suspend any member if they believe it in the best interests of the Society. Such suspensions shall be reviewed at the next General Meeting of the Society.
- 2. While suspended the member shall be unable to exercise any right as a member and shall not be permitted to take part in any activities or events run by the Society.
- 3. The Committee, or General Meeting, may discontinue suspension and restore a member to normal standing, or impose other sanctions such as expulsion (see section 13) or continued suspension for a fixed amount of time.
- 4. If for any reason a Committee member is suspended, a General Meeting must be held within two weeks to resolve the situation.

## **13 Expulsion of Members**

1. The General Meeting may, by two-thirds majority vote, expel any member of the Society.
2. While expelled the former member shall be unable to exercise any right as a member.
3. Expulsion can be repealed by a two-thirds majority vote of a General Meeting.
4. An expelled member remains expelled indefinitely and is barred from future membership.

## **14 Availability of Constitution**

1. This Constitution shall be made available to members on request.

## **15 Alteration of Constitution**

1. To amend this Constitution, the following steps must be taken:
  - (a) Any two financial members of the Society may not less than four days before the day appointed for the next General Meeting submit to the Secretary a notice of motion by them proposing an alteration to the Constitution.
  - (b) The motion may then be considered at the next General Meeting of the Society.
  - (c) Further amendments which are relevant to the subject matter of the motion may be moved without notice.
  - (d) The motion or any amendment thereto shall be deemed adopted if it receives a two-thirds majority of the General Meeting.
  - (e) The motion as adopted, with any amendments, shall come into force upon receiving the approval of the Societies Council of the Guild.
2. A history of revisions of this Constitution shall be maintained in appendix A. Where possible the Committee shall maintain details of these revisions and make these available to members upon request.

## **16 Dissolution**

1. In the event of the Society's disaffiliation from the Societies Council of the Guild and cessation of activity, the resources of the Society shall be given into the holding of the University Computer Club.
  - (a) These resources are given with the understanding that they shall be at the first opportunity passed on to another society or club affiliated with the Societies Council of the Guild and having similar objectives to those of the Society (see section 3), as judged by the University Computer Club.
2. In the event that the University Computer Club no longer exists at the time of the Society's dissolution, the resources of the Society shall be given into the holding of the Societies Council of the Guild.
  - (a) These resources are given with the understanding that they shall be at the first opportunity passed on to another society or club affiliated with the Societies Council of the Guild and having similar objectives to those of the Society (see section 3), as judged by the Societies Council of the Guild.

# Appendices

## A History of this Constitution

Prepared by Andrew “Gozz” Gozzard, with the assistance of Lyndon “Frames” White. Drawing upon the Unigames constitution.

Adopted by General Meeting on 2017-03-21

Revisions adopted by General Meeting on 2018-03-16

As witnessed by:

**President:** Andrew Gozzard \_\_\_\_\_

**Vice-President:** Nicholas Pritchard \_\_\_\_\_

**Treasurer:** Mark Robson \_\_\_\_\_

**Secretary:** Theodore Vickery \_\_\_\_\_