

THE NEWCASTLE UNIVERSITY BOAT CLUB CONSTITUTION

1 NAME

The name of the club herein constituted will be "*The Newcastle University Boat Club*".

2 DEFINITIONS

In this constitution the following words with capital letters have the following meaning unless the context specifically requires otherwise:

Board - the Board of Directors of NU sport.

Club - the Newcastle University Boat Club.

Club Committee - the management committee of the Club as constituted herein.

Club Member – a Student or NU sport Member who has joined the Club.

Club Voting Member – a Club Member who is a Student or a NU sport Ordinary, Associate or Honorary Life Member.

NU sport - the company Newcastle University Sport.

NU sport Member – an Ordinary, Associate, External, Special or Honorary Life Member of NU sport as defined in the NU sport constitution.

NU sport Officer - the NU sport staff member appointed to the Club Committee, and replaced from time to time, by the Chief Executive Officer of NU sport.

Student - a person enrolled in a program at the University.

University - the body corporate established as the University of Newcastle under the *University of Newcastle Act, 1989*.

Year - the twelve (12) month period from 1 March.

All other capitalised words in this Constitution will be given their usual and ordinary meanings unless they are attributed a specific definition in the constitution of NU sport, in which case that specific definition will apply to capitalised words as used in this Constitution."

3 OBJECTS

The objects of the Club will be -

- 3.1 To encourage, foster, publicise, promote, develop, extend, organise, and administer the sport of rowing for the benefit of the students and staff of the University.
- 3.2 To develop, organise and promote sporting competitions between teams and individuals representing the Club and other sporting teams and individuals.
- 3.3 To encourage and provide opportunities for Club Members to participate in the sport at all levels.

- 3.4 To affiliate with the recognised controlling body for the sport at district, regional and/or state level and liaise with other clubs and associations in that sport, where this is in the best interests of Club Members.
- 3.5 To advise, inform, consult and liaise with NUsport on matters pertaining to the sport and regarding the provision of equipment, facilities and services to the Club.
- 3.6 To promote a principled code of ethics among Club Members observing sporting codes of behaviour for players, coaches, administrators, umpires, officials and spectators.
- 3.7 To assist with the organisation and selection of University representative teams in the sport, if requested by NUsport.
- 3.8 To organise or assist in the organisation of Australian University and Eastern University Championships and other highlight events in the sport when required by NUsport.
- 3.9 To encourage contact between academic, general and other staff of the University and the student body.
- 3.10 To encourage and assist Club Members to obtain and enhance administrative, financial, managerial, organisational, promotional, coaching, umpiring, paramedical, playing and leadership skills in support of the Club's activities.
- 3.11 To conduct its operations efficiently in a financially self-sufficient manner.
- 3.12 To assist NUsport in the attainment of its objects and to promote a positive image of the University.

4 CLUB MEMBERSHIP

- 4.1 Membership of the Club will be open to:
 - 4.1.1 any Student or NUsport Ordinary, Associate, or Honorary Life Member ; and
 - 4.1.2 any NUsport External or Special Member provided the total of such members does not exceed the lesser of:
 - (i) 20 in number; or
 - (ii) 25% of the total club membership; or
 - (iii) any lesser number or proportion than referred to in Clause 4.1.2 above set down for the Year at the Annual General Meeting by the Club Voting Members .
- 4.2 Membership of the Club is not open to persons seeking membership of NUsport as External or Special Members, if they are members of another club in the same sport in the district association competition in which the University competes.
- 4.3 Nominations for membership will be in writing and will be lodged with the secretary of the Club who will, as soon as practicable, refer the nomination to the Club Committee which is to determine whether to approve or to reject the nomination.
- 4.4 Approval of a nomination will be entirely at the discretion of the Club Committee. The Club Committee may reject any application for membership of the Club without the need to provide an explanation. However, Students and NUsport Ordinary Members so rejected will have leave to appeal the decision to the NUsport Board.

- 4.5 The Club Committee will refuse any nomination from NU sport External or Special Members if the effect of acceptance results in either the number or the proportion of such members exceeding the limits specified in Clause 4.1.2 above. The Club Committee will also reject any application received from a NU sport External or Special Member if the person is a member of another club in the same sport within the Newcastle region.
- 4.6 If the Club Committee approves the nomination, the Club secretary will, as soon as practicable, notify the nominee of that approval and upon receipt from the nominee of payment of the fees payable under these rules by a Club Member, will enter the name of the nominee in the register of Club Members.
- 4.7 The secretary of the Club will establish and maintain a register of Club Members in which will be entered the full name and address of each person who is a Club Member and the date on which the person became a Club Member. The register of Club Members must be kept at the principal place of administration of the Club and must be open for inspection, free of charge, by any Club Member at any reasonable hour.
- 4.8 A person ceases to be a Club Member if the person:
- 4.8.1 dies; or
 - 4.8.2 resigns membership; or
 - 4.8.3 ceases to be either a Student or a member of NU sport; or
 - 4.8.4 is expelled from the Club.
- 4.9 A right, privilege or obligation which a person has by reason of being a Club Member:
- 4.9.1 is not capable of being transferred or transmitted to another person; and
 - 4.9.2 terminates on cessation of the person's membership.
- 4.10 A person may resign from membership only if all membership fees have been paid. The resignation must be submitted in writing to the secretary of the Club. The person will remain liable for all monies owing to the Club at the time of resignation.

5 FEES

- 5.1 A Club Member will, upon admission to membership, pay to the Club the annual fee fixed for the Year in which admission occurs and thereafter in each successive Year of membership will pay the annual fee as fixed from time to time.
- 5.2 The annual fee for each Year will be fixed by the Club Committee and failing such decision being made by the Club Committee, the fee for the preceding Year will be deemed to be the amount payable.
- 5.3 Club Members may be required to pay such other fees and charges as may be determined at a general meeting for the provision of goods and services to Club Members.
- 5.4 A Club Member is required to pay the annual fee by the 31 March each Year. Failure to pay the fee within thirty (30) days of that date will result in the Club Member being automatically suspended from participating in all activities under the control of the Club until all fees owing are paid.

6 CLUB MEMBERS' LIABILITIES

- 6.1 The liability of a Club Member to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the Club Member in respect of membership of the Club as required by Clause 5.
- 6.2 Upon termination of the Club, the persons having control over the funds and property of the Club, will pay the said funds and surrender the said property to NUsport.

7 DISCIPLINING OF CLUB MEMBERS

- 7.1 The Club Committee may from time to time and as required appoint a Disciplinary Committee, which will consist of three (3) persons, one of whom will be appointed as the Chairperson.
- 7.2 Upon complaint being made against a Club Member(s) or a Club team who it is alleged:
 - 7.2.1 has persistently refused or neglected to comply with a provision of this Constitution, with the regulations of the Club, or with a reasonable direction of the Club Committee; or
 - 7.2.2 has acted in a manner prejudicial to the interests of the Club or in a manner which would bring the Club into disrepute,

The Club Committee:

 - 7.2.3 will cause written notice of the complaint to be served on the Club Member(s); and
 - 7.2.4 will provide the Club Member(s) with notice that the Club Member(s) has twenty one (21) days from the time that the notice is served within which to make written submissions in answer to the complaint; and
 - 7.2.5 will refer to the Disciplinary Committee for consideration the written notice of complaint and any submissions from the Club Member(s).
- 7.3 If after considering the complaint and any submissions made in respect of the complaint, it is satisfied that an allegation contained in Clauses 7.2.1 or 7.2.2 is proved, the Disciplinary Committee may resolve:
 - 7.3.1 notwithstanding the entitlements of persons to Club Membership under Clause 4, to expel the Club Member(s) from the Club; or
 - 7.3.2 to suspend the Club Member(s) from membership for such a period as the Disciplinary Committee will determine; or
 - 7.3.3 notwithstanding the provisions of this Constitution, to limit the rights and privileges in respect of Club Member's membership for such a period and under such conditions as the Disciplinary Committee will determine;
- 7.4 If the Disciplinary Committee resolves to expel, suspend or limit the rights and privileges of a Club Member or members of a team, the Club will, not later than seven (7) days after the action has been taken, serve written notice on the Club Member(s) of the action taken, of the reasons given by the Disciplinary Committee for having taken the action and of the Club Member's right of appeal under Clause 8.1.
- 7.5 The expulsion, suspension or limitation of rights and privileges will not take effect:

- 7.5.1 until the period within which the Club Member(s) is entitled to appeal against the decision of the Disciplinary Committee has expired; or
- 7.5.2 if within that period the Club Member(s) exercises the right of appeal, unless and until the decision of the Disciplinary Committee has been reviewed under Clause 8.3,

whichever is the later.

- 7.6 The Disciplinary Committee may decide to consider a complaint made solely against members of a team also as a complaint against a Club Member under Clause 7.2.

8 RIGHT OF APPEAL OF DISCIPLINED CLUB MEMBER(S)

- 8.1 Club Member(s) may appeal against a finding and decision of the Disciplinary Committee under Clause 7.3, not later than seven (7) days after notice of decision has been served on the Club Member(s) by lodging a written notice to that effect with the Club.
- 8.2 Upon receipt of a notice of appeal from a Club Member(s), the Secretary will convene a Club Committee meeting to be held not later than twenty eight (28) days after the date on which the notice was lodged.
- 8.3 At such a Club Committee meeting:
 - 8.3.1 The Chairperson of the Disciplinary Committee and the Club Member(s) will be permitted to state their respective cases orally, in writing, or both; and
 - 8.3.2 the Club Committee will vote on the question of whether the decision of the Disciplinary Committee under Clause 7.3 should be upheld, overturned and/or varied.
- 8.4 The decision of the Club Committee to uphold, overturn and/or vary the decision of the Disciplinary Committee will be final.
- 8.5 The decision of the Club Committee will be effective from the time of the making of the decision, and notice of the decision will be given within seven (7) days of that date.

9 CLUB COMMITTEE

- 9.1 There will be a committee of management consisting of office bearers and general members, namely:
 - 9.1.1 President;
 - 9.1.2 Vice-President;
 - 9.1.3 Secretary;
 - 9.1.4 Treasurer; and
 - 9.1.5 up to three (3) other elected Club Members; **plus**
 - 9.1.6 the NUsport Officer *ex-officio* who will not be entitled to vote.
- 9.2 At all times, the majority of members of the Club Committee will comprise Students, NUsport Ordinary Members and NUsport Associate Members.
- 9.3 At all times at least two (2) members of the Club Committee will be Students.

- 9.4 Neither the Club coach nor any Club Member in receipt of payments by the Club will be a member of the Club Committee and no holder of a paid office in the Club can be elected or appointed to the Club Committee.
- 9.5 No remuneration may be paid or given by the Club to any member of the Club Committee except for payment of out of pocket expenses incurred by the committee member in the performance of duty as a committee member and subject to the prior approval of the Club Committee.
- 9.6 Any Club Member, who is a member of a management committee in a competing club in the same sport within the Newcastle district, will not be eligible to stand for election to the Club Committee.
- 9.7 Except for casual staff and part-time staff of NU sport employed for less than 14 hours per week, members of the NU sport staff are not eligible to be members of the Club Committee.

Powers

- 9.8 The Club Committee will control and manage the affairs of the Club in such manner as appears necessary and desirable for the proper management of the Club and for the promotion of the objects of the Club, and may exercise any function or power of the Club except those which are required by these rules to be exercised by Club Members in general meeting.
- 9.9 The Club Committee will make rules for the administration of the Club none of which will be inconsistent with this constitution or the rules or constitution of NU sport.
- 9.10 The Club Committee may delegate any of its functions other than the power of delegation or any function required by law to be exercised by the Club Committee to sub-committees. Any such delegation may be subject to conditions, and the powers so delegated may still be exercised by the Club Committee notwithstanding the delegation. The Club Committee may call upon any sub-committee to report to it at any time and may revoke, suspend, or alter any delegation without notice at any time.

Election of Club Committee Members

- 9.11 Subject to Clauses 9.2, 9.3, 9.4, 9.5, 9.6 and 9.7, any financial member of the Club will be eligible for election to the Club Committee.
- 9.12 Nomination of candidates for election to the Club Committee will be made in writing, signed by two (2) Club Members, include the written consent of the candidate and delivered to the secretary of the Club not less than seven (7) days before the date fixed for the holding of the Annual General Meeting.
- 9.13 If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held. The person or persons with the largest number of primary votes will be elected.
- 9.14 If insufficient nominations are received to fill all vacancies on the Club Committee, the candidates nominated will be deemed to be elected and further nominations will be received at the Annual General Meeting.
- 9.15 If insufficient further nominations are received, any vacant position remaining on the Club Committee will be deemed to be a casual vacancy.

- 9.16 Members of the Club Committee will take office immediately following the Annual General Meeting at which they are elected and will remain in office until the end of the next Annual General Meeting.
- 9.17 NUsport is to be notified in writing of any change in the membership of the Club Committee within fourteen (14) days of such change.

Casual Vacancies

- 9.18 A casual vacancy in the office of a member of the Club Committee occurs if:
- 9.18.1 a member dies, resigns or ceases to be a Club Member ;
 - 9.18.2 a member ceases to be either a Student or a NUsport Member ;
 - 9.18.3 a member is absent from Club Committee meetings without the consent of the Club Committee for three (3) consecutive meetings;
 - 9.18.4 a member is removed from office under Clause 9.24 or becomes mentally incapacitated;
 - 9.18.5 insufficient further nominations are received for a vacancy pursuant to Clause 9.15.
- 9.19 Casual vacancies on the Club Committee will be filled by Club Members appointed by the Club Committee to hold office, subject to these rules, until the end of the Annual General Meeting next following the date of appointment.

Suspension of the Club Committee

- 9.20 Where the NUsport Board is of the opinion that either the Club Committee or a member of the Club Committee has persistently refused or neglected to comply with the provisions of this Constitution or rules of the Club or of the constitution or rules of NUsport or has acted in a manner prejudicial to the Club, NUsport or the University, the NUsport Board may, by resolution passed by a three-quarter (3/4) majority of those present, suspend the Club Committee or any member of the Club Committee for a specified period.
- 9.21 Any member of the Club Committee who is suspended will cease to be a signatory to the accounts of the Club whilst under suspension.
- 9.22 In the event that the entire Club Committee is suspended, no payments will be made from the accounts of the Club without the approval of the NUsport Officer in each and every instance.
- 9.23 The Club will determine what action is to be taken against the members of Club Committee suspended by the NUsport Board, at a general meeting convened within twenty-eight (28) days after the date on which notice is received from NUsport.

Removal of a Member of the Club Committee

- 9.24 The Club in general meeting may by resolution remove any member of the Club Committee from office before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 9.25 A member of the Club Committee who is the subject of a motion of removal from office referred to in Clause 9.24, is entitled to make representations in writing to the President or Secretary of the Club and to have these representations read out at the meeting at which the motion is to be considered.

Meetings and Quorum

- 9.26 The Club Committee will meet at least six (6) times a Year.
- 9.27 Additional meetings of the Club Committee may be convened by the President or by any two (2) members of the Club Committee.
- 9.28 No business will be transacted by the Club Committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same time of the same day in the following week unless otherwise determined by the Club Committee in consultation.
- 9.29 A quorum for meetings of the Club Committee will be half plus one of the committee members entitled to vote, the majority of whom must be Club Voting Members.

Voting and Decisions

- 9.30 Questions arising at a meeting of the Club Committee or of any sub-committee appointed by the Club Committee will be determined by a majority of the votes of members of the Club Committee or sub-committee present at the meeting.
- 9.31 Each member of the Club Committee will be entitled to one vote only on any question except that, in the event of the voting being equal on any question, the Chairperson will have the casting vote.
- 9.32 Subject to a quorum being present, the Club Committee may act notwithstanding any vacancy on the Club Committee.
- 9.33 Any act or thing done or suffered, or purporting to have been done or suffered, by the Club Committee or by a sub-committee appointed by the Club Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Club Committee or sub-committee.
- 9.34 No member of the Club Committee will participate in the discussion of or vote on any matter before a general meeting or the Club Committee or any sub-committee in which that member has a personal interest leading to a possible conflict of interest and in particular will not participate in any discussion or voting relating to the appointment of any official or selection in a team where the member is a candidate for the position or for selection.

Agendas and Minutes

- 9.35 Notice of a Club Committee meeting will be given to each member of the Club Committee not later than forty eight (48) hours before the time appointed for the holding of that meeting. The notice will contain the agenda.
- 9.36 The minutes of all meetings will be forwarded to all members of the Club Committee, including the NUsport Officer and to the NUsport office within four (4) weeks of such meetings.

Transaction of business outside Club Committee meetings

- 9.37 The Club Committee may transact any of its business:

- 9.37.1 by the circulation of papers among all members of the Club Committee including by electronic means and a resolution in writing by a majority of those members is to be taken to be a decision of the Club Committee;
- 9.37.2 at a meeting at which members (or some members) participate by telephone, closed-circuit television or other means, but only if any committee member who speaks on a matter before the meeting, can be heard by the other members.
- 9.38 A resolution approved pursuant to Clause 9.37 is to be recorded in the minutes of the meetings of the Club Committee.

10 GENERAL MEETINGS

Annual General Meeting

- 10.1 The Annual General Meeting will be held within six (6) months from the end of the financial year of the Club.
- 10.2 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting will be -
- 10.2.1 to confirm the minutes of the last preceding Annual General Meeting and of any special general meeting held since that meeting;
- 10.2.2 to receive from the Club Committee reports upon the activities of the Club during the last preceding financial year;
- 10.2.3 to elect office-bearers of the Club and other members of the Club Committee;
- 10.2.4 to appoint one of the elected Student members of the Club Committee as the Club's delegate to the Student Sports Advisory Committee of NUsport;
- 10.2.5 to appoint a Patron if the meeting so desires;
- 10.2.6 to appoint an Auditor who will not be a member of the Club;
- 10.2.7 to receive and consider a duly certified financial statement from the Club Committee which is not misleading and which gives a true and fair view for the last financial year of the Club's:
- income and expenditure
 - assets and liabilities
 - mortgages, charges and other securities.
- 10.2.8 to determine, within the limits set by NUsport, the number of External and Special NUsport Members to be admitted to the Club in the ensuing Year.

Special General Meetings

- 10.3 The Club Committee may, whenever it thinks fit, convene a special general meeting of the Club.
- 10.4 The Club Committee will, on requisition in writing of not less than seven (7) Club Members, convene a special general meeting of the Club, within six (6) weeks of the date on which the requisition was lodged.

Notice

- 10.5 Except as provided herein for general meetings which require a special resolution of the Club, at least fourteen (14) days notice will be given to Club Members and to NUsport for all general meetings. The notice will specify the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting. The notice will contain the agenda which will include all notices of motion.
- 10.6 At least twenty-one (21) days notice will be given to Club Members and to NUsport of any general meeting which requires a Special Resolution of the Club.
- 10.7 No business other than that specified in the notice will be transacted at a special general meeting.
- 10.8 Notice of a general meeting of the Club will be given by being displayed on NUsport notice boards in the University Sports & Aquatic Centre and the University Squash Pavilion and by posting on the Club Website, or by email or letter to each Club Member and to NUsport.

Procedure

- 10.9 No item of business will be transacted at a general meeting unless a quorum of Club Members entitled under these rules to vote is present during the time the meeting is considering that item.
- 10.10 Only Students and NUsport Ordinary, Associate and Honorary Life Members are entitled to vote and observers will have no voice except by permission of the Chairperson.
- 10.11 The quorum at general meetings will be one-third (1/3) of financial Club Voting Members or fifteen (15) financial Club Voting Members whichever is the lesser.
- 10.12 If within half (1/2) an hour after the appointed time for the commencement of the general meeting a quorum is not present, the meeting will be dissolved.
- 10.13 On any question arising at a general meeting of the Club a Club Member has one vote only.
- 10.14 All votes must be given personally and proxies will not be permitted.
- 10.15 Voting at general meetings will be by show of hands unless a secret ballot is demanded.
- 10.16 All decisions at general meetings will be made by a simple majority vote except for those matters which must be decided by Special Resolution where a three-quarters (3/4) majority is required.
- 10.17 The President or, in the President's absence, the Vice-President, will preside as Chairperson at each general meeting and each Committee meeting of the Club.
- 10.18 If the President and the Vice-President are absent from a meeting or unwilling to act, the Club Members present will elect one of their number to preside as Chairperson.
- 10.19 The Chairperson will not be able to move motions and will have a casting vote only.

Adjournment

10.20 The Chairperson of a general meeting at which a quorum is present may, with the consent of the majority of the Club Members present at the meeting, adjourn the meeting but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

10.21 If the meeting is adjourned for fourteen (14) days or more notice of the adjournment will be given as specified in Clause 10.8.

11 SPECIAL RESOLUTION

11.1 A resolution of the Club is a Special Resolution if, at a general meeting of the Club of which twenty-one (21) days notice has been given in accordance with these rules, it is passed by a three-quarters (3/4) majority of the Club Voting Members who are present.

11.2 A Special Resolution as well as the written approval of NUsport is required to:

11.2.1 Change the name of the Club;

11.2.2 Amend any clause in this constitution;

11.2.3 Change any rule in the Standing Orders.

12 FINANCE

12.1 The financial year will commence on the first day of September each year.

12.2 The funds of the Club will be derived from entrance fees and annual subscriptions of Club Members, donations and, subject to any resolution passed by the Club in general meeting, such other sources as the Club Committee determines.

12.3 All monies received will be paid into a banking account. The Treasurer will have the power to authorise the issue of receipts for all moneys received.

12.4 Subject to any resolution passed by the Club in general meeting, the income and property of the Club will be used in pursuance of the objects of the Club in such manner as the Club Committee determines and will not be paid or transferred either directly or indirectly to Club Members or their representatives by way of dividend, bonus or profit.

12.5 All disbursements of the Club other than payments from petty cash will be approved by signature or password by any two (2) authorised members, for the time being, of the Club Committee.

12.6 The NUsport Officer must be a signatory to all accounts of the Club.

12.7 The Treasurer will present a written and signed statement of income and expenditure at each meeting of the Committee together with a bank statement for all accounts held by the club.

12.8 The audited financial statement for the previous financial year will be submitted to the Annual General Meeting and to NUsport and will be circulated to all Club Members as soon as it becomes available.

12.9 All budgets for the forthcoming financial year will be presented by the Club Committee for the consideration of Club Members at the Annual General Meeting.

12.10 No Club Member will by reason of membership have any transmissible or assignable interest by operation of law or otherwise in the property of the Club.

12.11 Any Club Member who is in debt to the Club and who fails to repay this debt within thirty (30) days of written notification to do so, will be automatically suspended from participating in all activities under the control of the Club until this debt has been paid.

13 STANDING ORDERS

13.1 Standing Orders as set out in Appendix A will apply at all meetings of the Club.

14 ALTERATION OF CONSTITUTION AND STANDING ORDERS

14.1 No alteration will be made to the constitution or Standing Orders except by a Special Resolution cast by those present and entitled to vote at a duly convened meeting of the Club provided that notice of an intention to amend the constitution or Standing Orders is given to the Secretary by a Club Member in writing or by the Club Committee in meeting at least twenty-eight (28) days prior to the general meeting at which the resolution is to be put.

14.2 Changes to this constitution or Standing Orders approved by a general meeting of the Club under Clause 14.1 will have no effect unless ratified by the NUsport Board.

15 DISSOLUTION

15.1 The Club will dissolve at any time if requested to do so by a mail vote of at least two-thirds (2/3) of its Club Members for the time being.

15.2 The Club Members have no right to any surplus assets remaining after the completion of the winding up or dissolution of the Club. Upon dissolution of the Club the surplus property of the Club, if any, will be transferred to NUsport.

16 INTERPRETATION

16.1 Where the application of any percentage or fraction under this Constitution results in a figure which is not a whole number that figure will be rounded down to the nearest whole number.

Adopted at a General Meeting of the Club held on 5th September 2009 (date)

Ratified by the NUsport Board on _____(date)

APPENDIX A

STANDING ORDERS

- 1** All business, discussion and debate will be conducted through the Chair.
- 2** Any member wishing to address the meeting will indicate such to the Chair. When recognised by the Chair, the member will then proceed to speak.
- 3** The Chair will recognise the mover of any motion which is within the general nature of business as specified in the notice of meeting.
- 4** If the motion is seconded, the Chair will call upon the mover to speak to the motion.
- 5** The Chair will then call for a speaker against the motion.
- 6** If there is no speaker against the motion, the Chair will then put the motion.
- 7** If there is a speaker against the motion, the Chair will then call upon speakers for and against the motion alternately.
- 8** If there is no further speaker wishing to argue contrary to the position of the previous speaker, the Chair will, subject to the mover's right of reply, put the motion without further debate.
- 9** The mover of a motion, but not the mover of an amendment to a motion, will have the right of reply. If exercised, the right of reply must be limited to answering the arguments advanced against the motion without introducing any new matter.
- 10** Apart from the mover of the motion in his or her reply, no member will speak more than once to the same motion without leave of the meeting.
- 11** When a motion has been moved and seconded, it will not be withdrawn without the leave of the meeting.
- 12** A motion may be amended by variation, omission or addition provided that the amendment is relevant to the motion, does not alter substantially the nature of the motion and is not a direct contradiction to the motion.
- 13** When the amendment to a motion is moved and seconded, the Chair will ask the mover and the seconder of the motion if the amendment is acceptable. If the amendment is acceptable, the mover of the motion may, with leave of the meeting, alter the motion accordingly.
- 14** When the amendment is not acceptable to the mover or the seconder of the original motion, the Chair will call upon the mover of the amendment to speak to the amendment.
- 15** The Chair will then call for a speaker against the amendment.
- 16** If there is no speaker against the amendment, the Chair will then put the amendment without further debate.
- 17** If there is a speaker against the amendment, the Chair will then call upon speakers for and against the amendment alternately. Debate will be limited to the amendment itself and will not relate to the original motion.
- 18** If there is no further speaker wishing to argue contrary to the position of the previous speaker, the Chair will put the amendment without further debate.

- 19** When the vote on the amendment has been taken, debate will resume on the motion, either in its original form if the amendment is lost or in its amended form if the amendment is carried.
- 20** A member will not be precluded from speaking to an amendment by reason of his or her participation in the previous debate on the original motion.
- 21** An amendment to an amendment will not be accepted by the Chair. However, during the course of debate on an amendment, a member may foreshadow an intention of moving a subsequent amendment to the original motion.
- 22** During the course of debate on any motion or amendment, any member who has not taken part in the debate may move the closure motion, "That the vote be now taken". If seconded and accepted by the Chair, the closure motion will be put without further debate. The Chair may decline to accept such a motion if he or she feels there has been insufficient debate.
- 23** If the closure motion is carried, the Chair will invite the mover of the motion (but not the mover of an amendment) to exercise his right of reply and immediately thereafter will put the motion.
- 24** If the closure motion is not carried, debate on the motion or the amendment will resume.
- 25** During the course of debate on any motion, any member may ask that the motion be read. During the course of debate on any amendment, any member may ask that the amendment or the original motion be read. In each case, the Chair will read the motion or the amendment to the meeting.
- 26** A member who considers that, in the course of the meeting, there has been a departure from these Standing Orders, may call to the Chair "Point of Order".
- 27** The Chair will immediately suspend debate and call upon the member to raise the point of order.
- 28** Where a member considers that he or she has been misrepresented by another speaker during the course of debate on a motion or an amendment, the member may indicate to the Chair and await recognition.
- 29** The Chair will immediately suspend debate and call upon the member to identify the misrepresentation without entering into the subject being debated. The debate will then resume.
- 30** No speaker will, without leave of the meeting, speak for longer than five (5) minutes. The mover of the motion exercising the right of reply will not speak for longer than three (3) minutes.
- 31** The Chair will call to order any member who departs from the subject or violates the courtesies of debate or proper meeting decorum.
- 32** Any member may move a motion of dissent from a ruling by the Chair and if seconded, such a motion will be put without further debate.
- 33** All voting will be decided on a show of hands by a simple majority of those present who are entitled to vote, unless otherwise required by the Constitution of the Club.
- 34** Proxy voting will not be permitted.
- 35** The Chair will not cast a primary vote on any question arising at a meeting, but in the event of any equality of votes, the Chair will have a casting vote.
- 36** The Chair will not move, second or speak to a motion or an amendment, but may suggest that a motion or an amendment be moved.
- 37** Any person other than a member may not address the meeting without leave of the meeting.

Notes to the Standard Club Constitution

- 1 Replace each blank line with the name of your sport
- 2 Clubs are permitted to make some changes to the constitution in order to make it more appropriate to the special needs of their sport, for example, the commencement date of their Year. However, changes which have the effect of relaxing requirements on officials of the club, or which are contrary to the interests of students or which conflict with the interests of NUsport will not be accepted.
- 3 All proposed changes to the Standard Club Constitution are to be detailed in a submission to NUsport Board. Please do not make changes to body of the Standard Club Constitution as the Board will not re-read through the 14 pages in an attempt to find subtle amendments. Requests for changes are to be presented in a submission which identifies the Clauses to be changed, provides the reason for the requested changes and presents the proposed wording of the new clause with the changes underlined.

Clauses

- 4.2 Membership** *NUsport and Clubs exist primarily to promote sport for students and staff of the University. Graduates of the University, as former students, also enjoy special status. However, other persons are granted membership of clubs on the understanding that their inclusion will be of benefit to the students in the club but not disadvantage other NUsport members. NUsport would have great difficulty in justifying the provision of financial support to a club where students are not a majority of the membership or where students, staff and Graduates (Clause 9.2) do not clearly control the management of the club.*
- 9.1** *It is recommended Clubs have a Management Committee between 5 - 7 in number. The Management Committee should not be large. Specific matters can be delegated to subcommittees to organise. Subcommittees can contain club members who are not members of the Management Committee.*
- 9.3** *A Club may choose at its AGM to increase the minimum amount of student representation on the Club Committee.*
- 9.4** *There is a basic conflict of interest if the coach, who is an appointed by the Committee to carry out its instructions, is also a member of the Club's Management Committee. The Club is not permitted to pay any member of the Club Management Committee (See also clause 9.5)*
- 9.6** *This is to avoid a conflict of interest as a member of the management committee cannot be simultaneously loyal to two (2) competing clubs.*
- 9.7** *This is to ensure that clubs are controlled for the benefit of students, University staff and graduates and that there is no conflict of interest.*
- 10.8** *Clubs may alter how notice of general meetings is given to their members. It may be by placing a notice in the building closest to its central area of activity (eg Squash Pavilion for Squash or Cricket Clubs) or by sending notices to each member of the Club at their last known address.*
- 12.1** *This may be changed for some sports such as Cricket but clubs must note that their AGM must:*
- 1 follow the end of the financial year so that financial statements can be prepared;*
 - 2 be held within 6 months of the end of the Club's financial year; and*
 - 3 ensure club continuity by having a committee in place to prepare for orientation the following year.*
- Club members must be given 21 days notice of proposed amendments to the club's constitution. The amendments need to be adopted by a 3/4 majority of voting members at a general meeting of the club. The changes to the constitution must then be sent to NUsport for ratification by the NUsport Board. The 2 dates should be recorded on the document.*