

**CONSTITUTION**  
OF THE  
CHINESE LAW STUDENTS SOCIETY  
**2006**

**1. NAME**

The name of the Society shall be “the Chinese Law Students Society”.  
(Hereinafter referred to as “the Society”)

**2. AIMS**

2.1 The aims of the Society shall be to:

- Further the academic ambitions and aspirations of members from multicultural backgrounds
- Allow members to take full advantage of career opportunities both within Australia and overseas,
- Assist members to participate actively in university life, and
- Foster interaction and social networking among members who are either enrolled in law or who share a common interest in law.

2.2 The Society will undertake the following activities to achieve its aims:

- Career information sessions,
- Social activities,
- Sporting and academic competitions,
- Learning and university life information and resources.

**3. MEMBERSHIP**

3.1 All members shall have equal status, irrespective of gender, age, degree, culture, religion, race, or political opinion.

3.2 The classes of membership shall be:

i) Ordinary Membership

All members of the University of Sydney Union shall be eligible for Ordinary Membership of the Society. Any Ordinary Member shall hold one vote at all meetings and elections of the Society at which they are present.

ii) Associate Membership

Persons other than those who qualify for Ordinary Membership may have Associate Membership conferred upon them by an Ordinary Meeting of the Society. Associate Members are not eligible to hold Executive positions, vote in elections, or vote at meetings of the Society.

iii) Honorary Membership

Honorary Membership can be granted to any person by a two-thirds majority vote at a General Meeting. Honorary Membership may be terminated by a two-thirds majority vote at a General Meeting. Honorary Members are only eligible to hold Executive positions, vote in elections or vote at meetings of the Society if they qualify for Ordinary Membership of the Society.

3.3 Upon payment of a subscription fee, a person shall be deemed an Ordinary Member or Associate Member of the Society and henceforth be bound by this Constitution.

3.4 The subscription fees for membership shall be:

- i) Ordinary Membership     \$2.00
- ii) Associate Membership     \$2.00

3.5 Membership fees are non-refundable.

- 3.6 Members may resign their membership at any time by written notice to the executive, which will become effective upon receipt by the Executive.

#### **4. THE EXECUTIVE**

- 4.1 The Society shall have an Executive consisting of:
- i) A President
  - ii) A Vice President
  - iii) A Secretary
  - iv) A Treasurer
  - v) A Careers Director
  - vi) An Education Director
  - vii) A Publications Director
  - viii) A Social Director
  - ix) Four (4) further Executive Members
- 4.2 The Executive shall have power to manage the Society in accordance with the Constitution.
- 4.3 Attendance of Executive Members at Ordinary and General Meetings is obligatory. Any Executive Member who does not attend three consecutive meetings without leave can be dismissed from the Executive by a two-thirds majority vote at an Ordinary Meeting.

#### **5. DUTIES OF EXECUTIVE MEMBERS**

- 5.1 The President shall:
- i) Plan the Society's Activities in consultation with the Executive.
  - ii) Liaise with the Executive and any Committees formed by the Society.
  - iii) Ensure an adequate handover, including any documents and materials, to the following Executive.
- 5.2 The Vice-President shall:
- i) Deputise for the President.
  - ii) Assist in planning the society's activities in consultation with the Executive.
  - iii) Liaise with the Executive and any Committees formed by the Society.
  - iv) Oversee all correspondence to and from the society..
- 5.3 The Treasurer shall:
- i) Maintain the Society's finances in accordance with the Treasurer's Handbook produced by the Clubs and Societies Office of the University of Sydney Union.
  - ii) Present to the Annual General Meeting of the Society a report detailing the financial activity and status of the Society.
  - iii) Ensure an adequate handover, including any documents and materials, to the following Executive.
- 5.4 The Secretary shall:
- i) Conduct the correspondence of the Society.
  - ii) Book meeting rooms for the Society.
  - iii) Keep minutes of the proceedings of all Society meetings.
  - iv) Maintain the records and documents of the Society.
  - v) Maintain a list of current Members, in accordance with University of Sydney Union Guidelines.
  - vi) Maintain the Society's registration with the University of Sydney Union.
- 5.5 The Careers Director shall:
- i) Plan and organise careers information events.
  - ii) Plan and organise for the gathering and dispensing of careers information.
  - iii) Establish and maintain a careers information database.

- 5.6 The Education Director shall:
- iv) Plan and organise educational activities of the Society.
  - v) Plan and organise academic competitions of the Society.
  - vi) Organise and maintain enquiry and assistance facilities with regard to education for the members.
- 5.7 The Social Director shall:
- i) Plan and organise social activities of the Society.
  - ii) Plan and organise sporting competitions of the Society.
- 5.8 The Publications Director shall:
- iii) Plan and organise the publication of a Society newsletter.
  - iv) Organise and maintain the Society website and online forum.
  - v) Plan and organise advertising and public announcements on behalf of the Society.

## **6. ORDINARY MEETINGS**

- 6.1 The Society shall hold an ordinary Meeting at least once every 2 weeks during lecture times.
- 6.2 Ordinary Meetings shall be called by the President, Secretary or Vice-President, or by the Secretary forthwith upon receipt of the written application of at least twenty percent (20%) of the Ordinary Members of the Society.
- 6.3 At least seventy-two (72) hours notice of the time and place of an Ordinary Meeting shall be given in one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)
- 6.4 The President shall chair Ordinary Meetings. In the absence of the President, another Executive Member shall chair the Meeting.
- 6.5 Quorum at Ordinary Meetings shall be five (5) Ordinary Members if the Society's current membership is no greater than seventy (70) Ordinary Members, or ten (10) Ordinary Members if the Society's membership is greater than seventy (70) ordinary Members. Quorum must include not less than three (3) Executive Members.
- 6.6 The agenda for an Ordinary Meeting shall include:
- 1. Apologies and leaves of absence
  - 2. Minutes of the previous meeting
  - 3. Correspondence
  - 4. Reports of Executive Members
  - 5. General Business.
- 6.7 An Ordinary Meeting of the Society has power to carry motions relating to the affairs of the Society by a simple majority vote of those members present and voting, including:
- i) Giving direction to the Executive
  - ii) Determining the use of the finances and other assets of the Society.
  - iii) Instituting Committees for any purpose of the Society and co-opting Society members onto any committee
  - iv) Dismissing Executive Members under clause 4.3 of the Constitution.

## **7. GENERAL MEETINGS**

- 7.1 The Society shall hold General Meetings as required.
- 7.2 The Secretary may at any time, for any worthy purpose, call a General Meeting, and shall do so forthwith upon receipt of the written application of twenty percent (20%) of the Ordinary Members of the Society stating the purposes for

- which the meeting is called. The business debated at a General Meeting shall be confined to the purposes named in the notice.
- 7.3 Except as provided in Clause 11, the Secretary shall give at least seven (7) days notice of the time and place of a General Meeting through one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (a mail-out is understood to include communication by e-mail.)
- 7.4 Quorum at General Meetings shall be the lesser of one-third of the Ordinary Members or fifteen (15) Ordinary Members. If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved. In any other case, the meeting shall stand adjourned until the same day in the next week, at the same time and place. If, at such an adjourned meeting a quorum is not present, those members who are present shall be a quorum and may transact the business for which the meeting was called. The secretary shall give fresh notice of such an adjourned meeting.
- 7.5 The procedure at all meetings shall follow the normal rules of debate.
- 7.6 The agenda for a General Meeting shall include:
1. Opening and welcome
  2. Apologies and leaves of absence
  3. Minutes of the previous meeting
  4. Business arising from the minutes
  5. Correspondence
  6. Motion on notice
  7. Reports of Executive Members.
  8. Other reports
  9. General business
  10. Date of the next meeting
- 7.7 A General Meeting of the Society has the same powers as an Ordinary Meeting, and may also carry the following motions on notice relating to the affairs of the Society by a two-thirds majority vote of those members present and voting:
- i) Granting Honorary Membership
  - ii) Filling vacancies on the Executive.
  - iii) Repealing motions and the effect of motions carried at an Ordinary Meeting
  - iv) Amending the Constitution
  - v) Dismissing Executive Members for reasons other than that in 4.3 of the Constitution, provided that the Executive Member is given reasonable right of reply.
  - vi) Dissolving the Society.

## **8. ANNUAL GENERAL MEETING**

- 8.1 The Society shall hold an annual General Meeting annually in the month of October.
- 8.2 The Annual General Meeting shall be convened for the following purposes:
- i) To receive a report and statement of accounts for the preceding financial period
  - ii) To elect an Executive for the ensuing term
  - iii) To transact any other business, notice of which shall be duly submitted to the Secretary.
- 8.3 The Secretary shall give at least fourteen (14) days notice of the time and place of the Annual General Meeting in one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if

- possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)
- 8.4 The Annual General Meeting shall be held between 9am and 9pm at a place on a campus of the University of Sydney. The Annual General Meeting shall be chaired by the President or an Executive Member not standing for re-election.
- 8.5 Quorum at the Annual General Meeting shall be the lesser of one-third of the Ordinary Members or fifteen (15) Ordinary Members.
- 8.6 The agenda for the Annual General Meeting shall include:
1. Opening and welcome
  2. Apologies and leaves of absence
  3. Minutes of the previous meeting
  4. Business arising from the minutes
  5. Correspondence
  6. Motions on notice
  7. Annual Reports
    - a. President
    - b. Treasurer
    - c. Secretary
    - d. Other Executive Members
  8. Election of the Executive
  9. General Business

## **9. ELECTIONS**

- 9.1 The Executive shall be elected at the Annual General Meeting in the month of October each year.
- 9.2 Only Ordinary Members, and Honorary Members who would otherwise be eligible for Ordinary Membership, shall be eligible to be candidates for election or to vote in the election.
- 9.3 The term of the Executive shall commence immediately following the close of the Annual Election Meeting and conclude at the close of the next Annual Election Meeting.
- 9.4 The Secretary shall give at least fourteen (14) days notice of the time and place of the annual elections in one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.) The notice shall state:
- i) The day on which nominations open, which day shall be at least fourteen (14) days before the day of the elections;
  - ii) The day and time on which nominations close, which shall be no later than the time of the meeting at which the elections are to occur;
  - iii) The time, date and venue of the election;
  - iv) That only Ordinary Members, and Honorary Members who would otherwise be eligible for Ordinary Membership, shall be eligible to be candidates for election or to vote.
- 9.5 In order to stand for election, nominees must accept nomination.
- 9.6 Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Returning Officer. The Returning Officer shall be charged with the conduct of the election, and may appoint suitable persons, not being candidates for election, as Deputy Returning Officers.
- 9.7 The Clubs and Societies Programme Coordinator shall serve Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.
- 9.8 Voting shall be by secret ballot, and shall be First Past the Post.

- 9.9 The General Body of the Society may, in a General Meeting, elect any Ordinary Member of the society to fill any casual vacancy that may occur in the Executive. (A casual vacancy occurs when an Executive Member is dismissed from the Executive or resigns before the term of office has expired.)
- 10. ALTERATION TO THE CONSTITUTION**
- 10.1 This Constitution may be amended by a two-thirds majority of those members present and voting at any General Meeting, provided that:
- i) Written notice of proposed changes has been given to the Secretary not less than seven (7) days before such a meeting,
  - ii) The said changes do not contravene University of Sydney or University of Sydney Union guidelines,
  - iii) The Secretary has given notice of those proposed changes to all members through one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members (A mail-out is understood to include communication by e-mail.),
  - iv) A copy of the amended constitution, and minutes of the meeting at which the amendments were made, are presented to the Clubs and Societies Programme Coordinator of the University of Sydney Union within fourteen (14) days of the meeting,
  - v) The amendments are approved by the Clubs and Societies Committee and ratified by the Board of the University of Sydney Union.
- 10.2 Constitutional amendments do not become effective until approved by the Clubs and Societies Committee and ratified by the Board of the University of Sydney Union.
- 11. PROPERTY AND FINANCES**
- 11.1 All property of the Society shall be vested in the Executive, and shall be dealt with in such manner as directed by the Society in an Ordinary Meeting.
- 11.2 The Society shall maintain a bank account.
- 11.3 All payments of the Society shall be by cheque, signed by at least two members of the Executive, one of whom must be the Treasurer.
- 12. DISSOLUTION**
- 12.1 The Society may be dissolved by a resolution of a two-thirds majority vote of those members present and voting at a General Meeting. If on the dissolution there remain any monies or property, they shall be transferred to a cultural, charitable or educational organisation as the Society in a General Meeting may resolve.
- 12.1 The Secretary shall give at least fourteen (14) days notice of the time and place of such a General Meeting through one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)
- 13. RECOGNITION**
- 13.1 The Society shall comply with all requirements of the University of Sydney and the University of Sydney Union for recognition as a registered society of the University of Sydney Union.

## **Schedule 1**

This Constitution was adopted on the <sup>th</sup> of April, 2006.

President's Signature \_\_\_\_\_

Secretary's Signature \_\_\_\_\_

## Schedule 2

### Amendments to the Constitution

#### 3<sup>rd</sup> of February, 2005

	Current version		Proposed amendment
3.4	(i) Ordinary Membership: \$0.00	3.4	(i) Ordinary Membership: \$2.00

#### 26<sup>th</sup> of April, 2006

	Current version		Proposed amendment
4.1	The Society shall have an Executive consisting of: i) A President ii) A Vice President in charge of Publications iii) A Vice President in charge of Careers iv) A Secretary v) A Treasurer vi) An Education Director vii) A Social Director viii) Four (4) further Executive Members.	4.1	The Society shall have an Executive consisting of: i) A President ii) A Vice President iii) A Secretary iv) A Treasurer v) A Careers Director vi) An Education Director vii) A Social Director viii) A Publications Director ix) Four (4) further Executive Members.
5.2	The Vice-President in charge of Publications shall: i) Deputise for the President. i) Plan and organise the publication of a Society newsletter. ii) Organise and maintain the Society website and online forum. ii) Plan and organise advertising and public announcements on behalf of the Society.	5.2	The Vice-President shall: x) Deputise for the President xi) Assist in planning the society's activities in consultation with the Executive. xii) Liaise with the Executive and any Committees formed by the Society. xiii) Oversee all correspondence to and from the society.
5.3			(repealed)
5.4		5.3	(renumbered 5.3)
5.5		5.4	(renumbered 5.4)
	(insert section)	5.5	The Careers Director shall: i) Plan and organise careers information events. ii) Plan and organise for the gathering and dispensing of careers information. iii) Establish and maintain a careers information database.
	(insert section)	5.8	The Publications Director shall: i) Plan and organise the publication of a Society newsletter. ii) Organise and maintain the Society website and online forum. iii) Plan and organise advertising and public announcements on behalf of the Society.

8.1	The Society shall hold an annual General Meeting annually in the month of April.	8.1	The Society shall hold an Annual General Meeting annually in the month of October.
9.1	The Executive shall be elected at the Annual General Meeting in the month of April each year	9.1	The Executive shall be elected at the Annual General Meeting in the month of October each year
9.3	The term of the Executive shall commence immediately following the close of the Annual General Meeting and conclude at the close of the Annual General Meeting in the following year.	9.3	The term of the Executive shall commence immediately following the close of the Annual General Meeting and conclude at the close of the next Annual General Meeting.