

## **Constitution**

### **UQ Chile Association of The University of Queensland**

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## CONSTITUTION

### UQ CHILE ASSOCIATION OF THE UNIVERSITY OF QUEENSLAND

#### 1. Name

The Association is an official body of the University of Queensland and known as “UQ Chile Association”.

#### 2. Defined meanings

##### 2.1 General

Any term used in this Constitution which is not specifically defined in this Constitution has the same meaning specified in the Constitution or Statutes of The University of Queensland or The University of Queensland Union.

##### 2.2 Definitions

In the construction of this Constitution, unless the contrary intention appears:

**UQU** means The University of Queensland Union;

**Annual General Meeting** means a meeting of Members of the Association;

**Association** means UQ Chile Association;

**Election Regulations** means the regulations annexed as Annex A;

**Finance Protocol** means UQ Chile Association Finance Protocol annexed as Annexure B;

**Financial year** means each consecutive period of 12 months commencing on 1 January and ending on 31 December;

**Management Committee** means the management committee of the Association from time to time and includes the Office Holders and Ordinary Members;

**Member** means a person who is a member of the Association pursuant to clauses 6.1 and 6.2;

**Members** have a corresponding meaning;

**Mission** means the Mission statement of the University, including any amendments from time to time;

**Office Holders** means the members of the Management Committee defined in clause 10.2(a) of this Constitution and Office Holder means any one of them;

**Ordinary Members** has the meaning given in clause 10.2(b);

**President** means the President of the Association referred to in clause 10.2(a) (i);

**Purposes of the Association** means the purposes set out in clause 3;

**Rules** means any rules, regulations or by-laws of the Association made by the Management Committee pursuant to clause 13;

**Secretary** means the Secretary of the Association referred to in clause 10.2(a) (iii);

**Special General Meeting** means a meeting of Members of the Association convened in accordance with clause 8.2;

**Student** means a person:

- (a) whose application to enrol in a course of study or unit of the University has been accepted by the University;
  - (b) who is currently undertaking a course of study at the Campus; and
  - (c) whose enrolment has not been withdrawn,
- and the term **Students** has a corresponding meaning;

**Alumnus** means a person:

- (a) who has completed a course of the University.
- and the term **Alumni** has a corresponding meaning;

**Academic** means a person:

- (a) a scholar in a college or institute of higher education.
- and the term **Academics** has a corresponding meaning

**Professional** means a person:

- (a) a person engaged or qualified in a profession.
- and the term **Professionals** has a corresponding meaning;

**Surplus** has the meaning given in clause 14.2;

**Term** has the meaning given in clause 10.6;

**Vice-President** means the Vice-President of the Association referred to in clause 10.2(b).

**Secretary** means the Secretary of the Association referred to in clause 10.2(c);

**Treasurer** means the Treasurer of the Association referred to in clause 10.2(d); and,

**General Manager** means the General Manager of the Association referred to in clause 10.2(e).

### **3. Statement of Purposes**

The Purposes of the Association are:

- (a) To promote scholarly interaction among Chilean students, alumni and researchers across different areas of knowledge at the University of Queensland.
- (b) To foster professional development of Chilean students, alumni and researchers through key links with Australian community.
- (c) To develop academic and industry networks between Chile and Australia.
- (d) To facilitate social integration and adaptation of recently arrived Chilean students and researchers to the Australian culture and local regulation.
- (e) To facilitate appreciation of the Chilean culture and participation in Chile's development.
- (f) To represent Chile in Australia through the development academic, industry and government linkages.

#### **4 Areas of work**

The Association will work and develop three main areas:

- (a) Academic: The academic area will promote the scholarly interaction among members of the Association, through activities orientated to enhance research and knowledge in sciences, arts and humanities and strengthen professional skills.
- (b) Social: The social area will promote social interaction members of the Association and provide support concerning quality of life related issues.
- (c) Industry: The industry area will promote the development of collaborative linkages between government agencies, academic institutions, industry entities and members of the Association in order to expand and enhance professional networks and Chile-Australia relationships.

#### **5. Duties and powers**

##### **5.1 Consistent with University**

The Association and its Members must at all times in the conduct of its and their activities:

- (a) observe the Mission and ethos of the University;
- (b) comply with the Statutes, policies, rules, regulations and directions of the University.

##### **5.2 Affiliation**

- (a) The Association may affiliate with any other body provided that the body has no political, ideological or religious convictions which may be

inconsistent with, or directly opposed to, the Purposes of the Association or of the University.

(b) The Association will disaffiliate from a body with which it is affiliated if the objectives of the body are inconsistent with, or directly opposed to, the Purposes of the Association or of the University.

### **5.3 Powers**

For the purposes of carrying out its Purposes, the Association has the capacity and powers of its individual Members.

## **6. Income and property**

All income and property of the Association, however derived, must be applied solely for the Purposes of the Association and no portion thereof may be distributed directly or indirectly to any Member of the Association, except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

## **7. Membership**

### **7.1 General**

Subject to clause 7.2, all Students, Academics, Alumni and Professionals studying or working in the State of Queensland are eligible to be Members of the Association.

### **7.2 Membership fees**

(a) The membership fees shall be such sum, as the members shall from time to time at any general meeting so determine, but shall not be less than five (5) dollars per member per annum.

(b) The membership fees shall be payable upon joining the Club/Society.

### **7.3 Confirmation of membership**

Membership of the Association is confirmed upon issue of a receipt by the Association in response to a valid and voluntary application for membership.

### **7.4 Cessation of Membership**

Membership of the Association will cease if the person resigns as a Member of the Association or perform practices that are against this constitution or the constitution of the University.

## **8. Rights of Members**

Members of the Association have the right to:

(a) attend and vote at all meetings of the Association; and

(b) to participate in the activities of, and enjoy the benefits provided by, the Association.

## **9. Meetings of members**

### **9.1 Notice and place of meeting**

(a) The Secretary must give Members of the Association at least seven (7) days notice of every meeting of Members by the official communication channels of the Association.

(b) Every notice of meeting must:

(i) set out the place, date and time of meeting; and

(ii) state the general nature of the business to be considered at the meeting.

### **9.2 Special General Meeting**

(a) The Management Committee may call a Special General Meeting of the Association.

(b) The Management Committee must convene a Special General Meeting if the Secretary receives a requisition in writing signed by at least 5% of the Members. The requisition must clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted at such meeting. Separate copies of a document setting out the requisition may be used for signing by Members if the wording of the request is identical in each copy. Taken together, each such counterpart shall constitute a single requisition.

### **9.3 Annual General Meeting**

The Association must hold an Annual General Meeting in November of each year on a date to be determined by the Management Committee. The business of an Annual General Meeting is:

(a) to confirm the minutes of the preceding Annual General Meeting;

(b) to receive and accept the financial statements of the Association for the financial year preceding the Annual General Meeting;

(c) to report on the business of the Association for the financial year preceding the Annual General Meeting, and on the pending business of the Association for the current financial year; and

(d) to transact any special business of which notice has been given and which has been approved by the Management Committee.

## **10. Proceedings at meetings of Members**

### **10.1 Quorum**

No business may be transacted at any meeting unless a quorum of Members is present. Fifteen (15) Members present are a quorum.

## **10.2 Failure of quorum**

If a quorum is not present within 30 minutes from the time appointed for a meeting:

- (a) where the meeting was called by, or in response to, the requisition of Members, the meeting is dissolved; or
- (b) in any other case the meeting stands adjourned to such day, and at such time and place, as the Chair determines.

## **10.3 Chair of meeting**

The President, or in the President's absence the Vice-President, shall preside at each meeting. If neither of those persons is present at any meeting within 15 minutes after the time appointed for holding the meeting, the Members present must elect one of their members to be chair of the meeting.

## **10.4 Adjournment of meeting**

The chair of a meeting at which a quorum is present may, and must if so directed by the meeting, adjourn the meeting from time to time and from place to place as the chair determines. If any meeting is adjourned for ten (10) days or more, notice of the adjourned meeting must be given.

## **10.5 Voting**

Each Member who is present at a meeting of the Association is entitled to one (1) vote. All questions submitted to a meeting will be decided by a simple majority of votes of the Members present and voting.

## **10.6 Casting vote of chair**

If the votes on any motion at a meeting are equal, the chair of the meeting has a casting vote.

## **11. Management Committee**

### **11.1 Governing body**

The Management Committee is the governing body of the Association.

### **11.2 Number and composition**

The Management Committee comprises a minimum of 30 members who shall consist of:

- (a) the following Office Holders:
  - (i) President;
  - (ii) Vice-President;
  - (iii) Secretary; and



(iv) Treasurer; and

(iv) General Manager; and

(b) the following Ordinary Members:

(i) at least 21 students enrolled in undergraduate, postgraduate or non-award programs at the University who are Members of the Association;

(ii) alumni who completed a course of the University and are Members of the Association;

(ii) professionals who may or may have not completed a course of the University and are Members of the Association;

### **11.3 Office Holders**

#### **(a) President**

The President shall:

(i) preside at all meetings of the Association and the Management Committee;

(ii) represent the Association at meetings of UQU;

(iii) prepare an annual report of the Association's activities for presentation at the Annual General Meeting; and

(iv) be the spokesperson of the Association.

#### **(b) Vice-President**

The Vice-President shall:

(i) assist the President and act as President if there is a temporary vacancy in the position of President, or the President is otherwise unable to act; and

(ii) act as Chair of any of the Association's sub-committees.

#### **(c) Secretary**

The Secretary shall:

(i) keep minutes of all proceedings at meetings of the Association and the Management Committee;

(ii) give notice of meetings as required by this Constitution; and

(iii) attend to all correspondence of the Association.

#### **(d) Treasurer**

The Treasurer shall:

(i) ensure that correct books and accounts are kept recording the financial affairs and transactions of the Association; and

(ii) review and verify the monthly financial statements prepared by the University in accordance with the Finance Protocol.

#### **(d) General Manager**

The General Manager shall:

(i) coordinate and lead the three main areas detailed in Status 4 in this document; and

(ii) inform the other office holders of the activities to be performed in each area of the Association;

(iii) have regular meetings with the responsible members of each of the three areas of the Association.

#### **11.4 Elections**

(a) The members of the Management Committee are elected by the Members of the Association.

(b) An election of the members of the Management Committee must be conducted:

(i) by Week 12 of Semester 2 of the academic calendar year; and

(ii) in accordance with the Election Regulations.

#### **11.5 Responsibilities**

The Management Committee is responsible for:

(a) controlling and managing the business and affairs of the Association;

(b) convening meetings of the Association;

(c) ensuring elections of members of the Management Committee are conducted in accordance with the Election Regulations pursuant to clause 10.4(b) (ii);

(d) petitioning the Academic Board of the University on any matter affecting the teaching, research and community engagement of the University;

(e) petitioning the Senate of the University on any other matter affecting members of the Association;

(f) supervising the administration of the Association;

(g) ensuring proper attendance to all matters under the Finance Protocol and otherwise ensuring that the Financial Protocol is complied with by the Association;

(h) accepting the financial statements of the Association referred to in clause 12.2 for presentation to the Members at the Annual General Meeting; and

(i) such other matters as are prescribed in this Constitution.

### **11.6 Term of office**

(a) The members of the Management Committee will take office on:

(i) 1 December each year in the case of the Office Holders;

(ii) First Semester 1 each year in the case of the Ordinary Members,

and each member of the Management Committee shall hold office for the duration of one (1) academic calendar year (**Term**);

(b) A member of the Management Committee may be elected and/or re-elected for a total of three (3) individual Terms of one (1) academic calendar year each.

### **11.7 Vacation of office**

The office of a member of the Management Committee becomes vacated if the person:

(a) ceases to be a Member of the Association;

(b) resigns from the office in writing to the Secretary (or, if the person is the Secretary, to the President), and such resignation shall take effect upon service of the notice to the Secretary;

(c) is absent without leave from three (3) consecutive meetings of the Management Committee;

(d) is found guilty of Misconduct in accordance with the Status of the University; or

(f) dies.

### **11.8 Casual vacancies**

(a) Where a vacancy occurs among any of the Office Holders, the Management Committee may appoint a Member of the Association to fill the vacancy until such time as the office is filled by an election conducted in accordance with the Election Regulations.

(b) Where a vacancy occurs in the office of any Ordinary Member of the Management Committee, the Management Committee may appoint a Member of the Association to fill that vacancy until such time as the office is filled by an election conducted in accordance with the Election Regulations.

(c) The term of office for any member nominated to fill a casual vacancy shall be until the remainder of his or her predecessor's Term.

(d) Where the office of any Office Holder or Ordinary Member of the Management Committee is not filled after an election conducted in accordance with the Election Regulations, the Management Committee may nominate Members of the Student Association to fill any vacancy until such time as the office is filled by an election conducted in accordance with the Election Regulations.

### **11.9 Management Committee may continue to act**

The Management Committee may continue to act notwithstanding any vacancy in its membership.

## **12. Meetings of Management Committee**

### **12.1 Number of meetings**

The Management Committee must meet at the University at least once every month during the academic calendar year, and at such other times as may be requested by the President or by any member of the Management Committee.

### **12.2 Quorum**

The quorum for meetings of the Management Committee is the next integer greater than half the number of members of the Management Committee for the time being.

### **12.3 Notice of meeting**

Notice of each meeting of the Management Committee must be given by the Secretary to all members of the Management Committee by such means as is convenient.

### **12.4 Chair**

The President, or in the President's absence the Vice-President, shall preside at all meetings of the Management Committee. If neither of those persons is present at any meeting of the Management Committee within fifteen (15) minutes after the time appointed for holding the meeting, the persons present must elect one of their members to be chair of the meeting.

### **12.5 Voting**

Questions arising at all meetings of the Management Committee must be decided by a majority of votes cast. Each member of the Management Committee has one (1) vote. If there is an equality of votes, the Chair has a second or casting vote.

### **12.6 Persons entitled to attend**

The following persons only may attend a meeting of the Management Committee:

(a) each member of the Management Committee;

(b) other persons only with leave of the meeting or its chair and then only while the leave has not been revoked in accordance with the terms of the leave.

### **12.7 Delegation to committee**

The Management Committee may delegate any of their powers (except for this power of delegation) to any persons or to committees consisting of such persons as they think fit. Any committee so formed or person or persons so appointed must, in the exercise of the powers so delegated, or functions entrusted, conform to any regulations that may at any time be imposed by the Management Committee.

### **13. Financial management and accounts**

The Management Committee acknowledges that it will at all times comply, and ensure that the Association complies, with the financial management procedures specified in the Finance Protocol.

### **14. Rules**

The Management Committee may make and amend rules not inconsistent with this Constitution in order to achieve the Purposes of the Association, give effect to any policy determined by the Management Committee or to regulate in greater detail the activities of the Association and the conduct of its affairs.

# **ELECTION REGULATIONS, UQ CHILE ASSOCIATION**

## **MANAGEMENT COMMITTEE**

### **1. Introduction**

1.1 All Members of the Association are eligible for nomination and election as an Office Holder of the Management Committee.

1.2 The Office Holder will act as Returning Officer.

1.3 Elections may be conducted electronically in accordance with these Election Regulations.

### **2. Nominations**

2.1 The Returning Officer shall appoint a date, being not later than Week 12 of Semester 2 in the academic calendar year, to conduct the election (**Election Date**).

2.2 The Returning Officer must call for nominations from Members of the Association by notice published not less than four (4) weeks before the Election Date on all official communication channels of the Association.

2.3 The nomination must name the candidate, specify the Office for which the candidate is being nominated and be signed by not less than two (2) Members of the Association.

2.4 The nomination must be received by the Returning Officer by the date specified in the call for nominations, being at least three (3) weeks before the Election Date. Nominations received after 5:00pm on the date specified in the call for nominations will not be accepted.

### **3. Voting**

3.1 After the close of nominations, the Office Holder must determine the number of nominations received for each office on the Management Committee. If the number of persons nominated (less any who withdraw) does not exceed the number of vacancies for each office, the Returning Officer shall declare those persons duly elected.

3.2 If the number of persons nominated exceeds the number of vacancies for each office, the Returning Officer shall conduct an election. If before the election date, a person so nominated withdraws his or her nomination, the Returning Officer shall remove the name of that person from the election.

3.3 The Returning Officer shall cause the election to be advertised by notice (**Election Notice**) in such form as the Returning Officer considers appropriate published at least two (2) weeks before the election date on all official communication channels of the Association and electronically via the Association's website and email address. The Election Notice must at least set out the following details:

- (a) the closing time for voting on the election date;
- (b) the nominations which have been received for each Office of the Management Committee;
- (c) the methods by which Voting Papers will be distributed and/or where Voting Papers may be obtained, including any electronic methods; and
- (d) the location of ballot boxes and/or details of how electronic ballots may be cast.

3.4 The expression **Voting Papers** in these Regulations shall mean:

- (a) brief biographical details of each person nominated, if the same have been provided to the Returning Officer by the candidate; and
- (b) a ballot paper in the form that the Returning Officer considers appropriate.

3.5 All elections shall be conducted using the first past the post system of voting.

3.6 Each completed ballot paper shall be lodged electronically or placed in locked ballot boxes located as specified in the Election Notice.

3.7 No ballot paper shall be accepted other than those officially issued for the election.

3.8 If the Returning Officer is satisfied that a Voting Paper has been lost or destroyed, the Returning Officer may, on the written application of the person to whom it was originally issued, issue to that person a duplicate Voting Paper.

3.9 No ballot paper received after the closing time on the election date specified in the Election Notice shall be examined or counted in the election.

3.10 The Returning Officer shall in the first instance determine the validity of each ballot paper, and his or her decision shall be final. Only wholly valid ballot papers shall be counted.

3.11 The votes shall be counted by the Returning Officer in the presence of at least three (3) members of the Association appointed by the Returning Officer, not being candidates in the election. Votes may be counted electronically.

#### **4. Management committee for the first term**

The management committee for the first term was decided in a first general meeting on February, 27<sup>th</sup> 2015. The management committee will be formed as follows:

President: Francisco Rowe

Vice-President: Edith Elgueta

Secretary: Pablo Gándara

Treasurer: Claudia González

General Manager: Orlando Flores



## **FINANCE PROTOCOL, UQ CHILE ASSOCIATION**

### **1. Introduction**

This protocol is intended to provide assistance to the Management Committee in relation to financial management and accounting issues.

### **2. Budgeting**

#### **(a) Setting a budget**

A budget is a significant tool which helps to manage and control expenditure. Some of the main reasons for preparing a budget are as follows:

- organisational goals and missions can be more effectively achieved;
- a budget sets out how funds will be used during a financial year and helps to ensure that funds are not overcommitted;
- a conscious choice is made about activity funding and priorities for the impending financial year; and
- a budget provides a means to plan and limit the costing of individual activities.

#### **(b) Monitoring the Budget**

Once a budget has been set and approved by the Association, the ongoing financial position of the Association must be monitored. Monthly financial reports should be produced by the Treasurer of the Association.

At the end of each year, the budget and expenditure should be reviewed as part of the planning process for the next annual budget.

### **3. Financial Reporting**

The association should review monthly financial reports should in order to keep abreast of the current financial position of the Association and to assist with future decision-making and planning.

### **4. Receipting and Banking**

Pre-numbered receipt books and receipt summaries must be used by the Association in order to comply with internal control procedures. Every dollar should be receipted by the Association including where cash is not received directly from an individual.

All cash received by the Association is to be banked and recorded as Association income. No cash should be taken from monies received and used for cash payments. The use of cash prevents proper financial control and accurate financial reporting.

Total monies and total receipts should equate to the amount on the Receipt Summary Form. Please ensure the budget category is specified on the Receipt Summary Form.

### **5. Petty Cash Float**

The Association may maintain a \$200 petty cash float for minor expenditure. Original receipts and/or tax invoices should be obtained for all purchases using petty cash. The petty cash float should be kept in a secure environment, preferably in a safe. Access to the petty cash should be limited to the Treasurer and one (1) other person authorised by the Management Committee.

### **6. Cash flow and bank reconciliation**

Every payment should be backed up by a receipt in order to ensure that all payments and receipts are recorded accurately and to monitor cash flow. Monthly bank reconciliation should be completed.