



Sydney University
Veterinary Society
Constitution

2015

EIGHTH AMENDMENT

Contents

1 Name & Logo.....	3
2 Aims	3
3 Membership.....	4
4 The Executive	4
5 Duties of Executive Members	5
6 Representative Members	6
9 General Meetings	7
10 Annual General Meetings	9
11 Elections	10
12 Alteration to the Constitution	11
13 Properties & Finances	11
14 Dissolution	12
15 Inactivity	12
16 Recognition	12
17 Ratification.....	13

1 | Name & Logo

- 1.1** The Society shall be called the Sydney University Veterinary Society, hereinafter called the Society.
- 1.2** The Centaur shall represent the Society as the official mascot. Its depiction on Society-affiliated events and/or documentation as the logo should be reserved for those of or approved by the Executive.
- 1.3** The official colour of the Society shall be dark red, in commemoration of the Society's centenary and close ties to the Faculty of Veterinary Science.

2 | Aims

- 2.1** The Society is not-for-profit; meaning: the assets and income of the society shall be applied solely in furtherance of the aims of the society and no portion shall be distributed directly or indirectly to the members of the society except as bona fide compensation expenses incurred on behalf of the society
- 2.2 The aims of the Society shall be to:**
 - a) Provide a common meeting ground for the graduates and undergraduates of the Faculty of Veterinary Science
 - b) Promote the intellectual culture of its members by means of reading of the papers, delivery of lectures, debates, excursions, etc.
 - c) Secure the co-operation of graduates and undergraduates in furthering the interests of the profession
 - d) Provide a range of social events to promote cohesion within the Faculty
- 2.3 The Society shall undertake the following activities to achieve its aims:**
 - a) Organise and promote regular social activities to be held both on and off campus
 - b) To contribute to the discussions and faculty decisions that concern the student body of the Faculty of Veterinary Science
 - c) To act as a point of contact and a source of information for students by being contacted through email, phone and open office
 - d) Organise intellectual events and stimulate discussions by arranging for guest speakers to be present at social events

3 | Membership

3.1 The following classes of people shall be eligible for membership:

- a) The members of the Staff of the Faculty of Veterinary Science shall be honorary members
- b) Graduates of the Sydney University Veterinary Faculty
- c) Undergraduates in the Faculty of Veterinary Science
- d) Such other persons as may be nominated by the Executive and approved by the Society, but only on an annual basis

3.2 Upon payment of a subscription fee, a person shall be deemed a Lifetime Member of the Society unless otherwise indicated by the Society, and henceforth be bound by this Constitution. The subscription fee should be paid to the Society directly.

3.3 The subscription fee for membership shall be \$80.

3.4 Classes of membership:

i) Ordinary Membership

All members of the University of Sydney Faculty of Veterinary Science (i.e., undergraduate & postgraduate) who hold an Access card receive Ordinary Membership of the Society provided they pay the membership subscription fee.

ii) Faculty Membership

All members of the University of Sydney Faculty of Veterinary Science who do not hold an Access card but pay the subscription fee receive Faculty Membership of the Society, Faculty Members are not eligible to hold Executive positions, vote in elections or vote at meetings of the Society

4 | The Executive

4.1 The Society shall have an Executive Committee, henceforth referred to as Executive, consisting of:

- a) A President
- b) Two Vice Presidents – one male and one female
- c) An Honorary Secretary
- d) An Honorary Treasurer
- e) An Assistant Treasurer
- f) 2 Animal and Veterinary Bioscience Representative
- g) 3-6 Keg Representatives as decided by the Executive

4.2 The Executive shall have the 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 of those Ordinary Members and Honorary Members who would otherwise be eligible for Ordinary Membership in attendance at an Ordinary Meeting.

4.4 All Executives must be members of the University of Sydney Union.

4.5 All Executives must be members of the Society.

5 | Duties of Executive Members

5.1 The President shall:

- a) Plan the Societies activities in consultation with the Executive
- b) Liaise with the Executive and any committees formed by the Society
- c) Ensure an adequate handover including any documents and materials to the following Executive

5.2 The Vice Presidents shall:

- a) Deputise for the President
- b) Be responsible for the merchandise department
- c) Promote *Centaur* and coordinate work on the *Centaur* publication on campus.
- d) Maintain and seek sponsorship

5.3 The Honorary Secretary shall:

- a) Conduct the correspondence of the Society
- b) Book meeting rooms for the Society
- c) Keep minutes of the proceedings of all Society meetings
- d) Maintain the records and documentation of the Society
- e) Maintain a list of current members, in accordance with University of Sydney Union Guidelines
- f) Maintain the Society's registration with the University of Sydney Union
- g) Ensure that actions taken by the Executive abide to the Society's Constitution and the University of Sydney Union Guidelines

5.4 The Honorary Treasurer shall:

- a) Maintain the Society's finances in accordance with the Treasurers Handbook produced by the Clubs and Societies office of the University of Sydney Union
- b) Present to the Annual General Meeting of the Society a report detailing the financial activity and status of the Society
- c) Ensure an adequate handover including any documents and materials to the following Executive

5.5 The Assistant Treasurer shall:

- a) Deputise for the Honorary Treasurer

5.6 The Animal and Veterinary Bioscience Representative shall:

- a) Promote the Society to students in the Bachelor of Animal and Veterinary Bioscience degree and act as a liaison between the Executive and Animal and Veterinary Bioscience students
- b) Assist in the planning and throwing of social events for members in liaison with the Keg representatives

5.7 The Keg Representatives shall:

- a) Assist in the planning and throwing of social events for members
- b) Deputise for the Executive
- c) Help in the operation of the VetSoc office

6 | Representative Members

- 6.1** The Executive shall have representation on campuses bearing the students of the Faculty of Veterinary Science by proxy, henceforth known as Representative Members.
- 6.2** Representative Members shall be listed alongside with Executive Members in VetSoc publications, however, are not Executive members and therefore excluded from Sections 4.2 to 4.4 of the Constitution.
- 6.3** Representative Members shall be non-elected positions and voluntary in nature. Should the first preference of choice decline, the individual next in line shall be offered. In the case where more than one member is willing to stand (e.g. Vice President), a vote must take place.
- 6.4** The role of Representative Member shall be offered to the previous Executive in a preferential system with the President offered foremost, followed by the Hon. Secretary, Hon. Treasurer, Vice Presidents, and then all other Executive members in equal preference.
- 6.5** Should all members of the past Executive decline the position of Representative Member, the Executive shall have the power to assign any student the position, providing that they accept.

7 | Ordinary Meetings

- 7.1** The Society may hold an Ordinary Meeting at least once every 13 weeks during semester (teaching period, Weeks 1-13), although the requirement to do so is not mandatory.
- 7.2** 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.
- 7.3** At least three (3) clear days 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.)
- 7.4** The President shall chair Ordinary Meetings. In the absence of the President, another *Executive Member* shall chair the Meeting.
- 7.5** 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*.
- 7.6** 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
- 7.7** 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 4.3 of the Constitution

8 | General Meetings

- 8.1** 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 shall be dissolved
- 8.2** 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 *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.
- 8.3** The affairs of the Society shall be managed by the Executive, the members of which shall comprise the President, the Vice Presidents, the Honorary Secretary, and the Honorary Treasurer, Assistant Treasurer, Animal and Veterinary Bioscience Representative and Keg Representatives.
- 8.4** General meetings shall be held at least once each semester at such time and place as is decided by the President and Honorary Secretary.
- 8.5** Except as provided in Clause 11, the Secretary shall give at least seven (7) clear 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.)
- 8.6** The procedure at all meetings shall follow the normal rules of debate.
- 8.7** The President shall preside at all meetings of the Executive. In his/her absence, a Chairman shall be appointed by the other members.
- 8.8** The Executive shall not proceed with any business unless at least five (5) executive members be present.
- 8.9** The Executive shall have the power to create, approve and dissolve any sub-committees formed, with approved sub-committees having the power to manage such function or matter designated by the name of such committee.
- 8.10** **The agenda for General Meeting shall be:**
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. Reports of Executive members
8. Other Reports
9. General Business
10. Date of Next Meeting

8.11 The General Meeting of the Society has the following powers:

- a) To carry out all duties as directed by this Constitution
- b) To make decisions and organise activities on behalf of the members of the Society
- c) To pass all accounts for payment
- d) Amend the Constitution
- e) Dismiss any Executive members under Section 4.3 of the Constitution and have the powers to fill any vacancies of the Executive
- f) Determine the use of the finances and other assets of the Society

9 | Annual General Meetings

9.1 The Annual General Meeting shall be held in September each year.

9.2 The Annual General Meeting shall be convened for the following purposes:

- a) To receive a report and statement of accounts for the preceding financial period
- b) To elect an Executive for the ensuing term
- c) To transact any other business notice of which shall be duly submitted to the Secretary

9.3 The Secretary shall give at least fourteen (14) clear 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 on 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).

9.4 Quorum at the Annual General Meeting shall be the lesser of one-third of the *Ordinary Members* or fifteen (15) *Ordinary Members*.

9.5 The Annual General Meeting shall be held between the nine hundred hours (9 AM) and twenty-one hundred hours (9 PM) at a place on a Campus of the University of Sydney during semester (teaching period, Weeks 1-13). The Annual General Meeting shall be chaired by the President or an Executive Member not standing for election to any position.

9.6 The agenda for the Annual General Meeting shall include:

- 9.6.1 Opening and Welcome
- 9.6.2 Apologies and Leaves of Absence
- 9.6.3 Minutes of the Previous Meeting
- 9.6.4 Business arising from the Minutes
- 9.6.5 Correspondence
- 9.6.6 Motions on Notice
- 9.6.7 Annual Reports
 - 9.6.7.1 President
 - 9.6.7.2 Treasurer
 - 9.6.7.3 Secretary
 - 9.6.7.4 Other Executive Members
- 9.6.8 Election of the Executive
- 9.6.9 General Business

10 | Elections

- 10.1** The Executive shall be elected at the Annual General Meeting in the month of September each year.
- 11.2** The members of the Executive will be in at least:
- i) Second year in the Bachelor of Veterinary Science degree or Animal and Veterinary Bioscience degree
 - ii) Second year in the Bachelor of Veterinary Biology/Doctor of Veterinary Medicine degree and specifically in the AVBS progression pathway
 - iii) First year in the Doctor of Veterinary Medicine degree
- When elected, executive members must be on the Camperdown campus throughout the duration of their term.
- 11.3** 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.
- 11.4** The Secretary shall give at least fourteen (14) clear days notice of the time and place of the annual elections in one of the recognised publications The University of Sydney Union and on 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) All members of the Society are eligible to vote
- 11.5** In order to stand for election, nominees must accept nomination.
- 11.6** Every member of the Society shall be entitled to nominate and vote at the Annual General Meeting.
- 11.7** Unsuccessful nominees for any Executive position may become nominees for remaining Executive positions if they wish.
- 11.8** 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 Officer.
- 11.9** The Clubs and Societies Manager shall serve as Electoral Arbiter and shall receive any appeals.

11.10 Voting shall be by secret ballot, and shall be First Past the Post.

11 | Alteration to the Constitution

11.1 This Constitution may be amended by a two-thirds majority of those members present and voting at any General Meeting, provided that:

- a) Written notice of proposed changes has been given to the Secretary not less than seven (7) clear days before such a meeting
- b) The said changes do not contravene University of Sydney or University of Sydney Union guidelines
- c) The Secretary has given fourteen (14) clear days notice of those proposed changes to all members through one of the recognized 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)
- d) A copy of the amended constitution, and minutes of the meeting at which the amendments were made, are presented to the Clubs and Societies Manager of the University of Sydney Union within fourteen (14) days of the meeting
- e) The amendments are approved by the Clubs & Societies Committee and ratified by the Board of the University of Sydney Union

11.2 Constitutional amendments do not become effective until approved by the Clubs & Societies Committee and ratified by the Board of the University of Sydney Union.

12 | Properties & Finances

12.1 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 Executive Meeting.

12.2 The Society shall maintain a bank account.

12.3 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.

12.4 The finances of the Society shall be maintained in accordance with the C&S Handbook for Treasurers produced by the Clubs & Societies Office of The University of Sydney Union, and submitted for audit by the Clubs & Societies Auditor immediately following the Financial Year End of the Society in the month of July each year.

- 12.5** Four scholarships of \$250 are to be awarded to three 5th year veterinary students and one 4th year bioscience student at the commencement of their final year to provide assistance for placements. These will be awarded provided the student can demonstrate the expected cost of the project and also demonstrate financial hardship.
- 12.6** Notwithstanding anything contained in this Constitution, all assets and funds of the Society shall be used solely to further the Objects of the Society, and no portion of those funds shall be paid or distributed to members of the Society except as compensation for out-of-pocket expenses.
- 12.7** The financial year of the Society shall run from the 1st of August to the 31st of July

13 | Dissolution

- 13.1** The Society may be dissolved by 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 organization as the Society in a General Meeting may resolve.
- 13.2** The Secretary shall give at least fourteen (14) clear days notice of the time and place of such a General Meeting through one of the recognized 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).

14 | Inactivity

- 14.1** The Society shall be deemed inactive after any continuous six (6) month period in which the society does not hold any events or engage in any financial activity. If upon inactivity there remains any monies or properties, the Clubs and Societies Auditor and Clubs and Societies Manager shall become signatories of the Club account and the Clubs and Societies Office shall control such properties and held in trust. After a further six month period, all money will be deposited into a USU administered trust account, and will be returned to the club should it reform. After a total of eighteen (18) months inactivity, all club funds will be transferred to the USU general account.

15 | Recognition

- 15.1** 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.

16 | Subcommittees

16.1 The Camden Farms Student Society shall be a permanent subcommittee under the Sydney University Veterinary Society. The Society shall function under the following guidelines:

- a) The subcommittee shall consist of a Camden Farms Subcommittee President, a Camden Farms Subcommittee Vice President, a Camden Farms Subcommittee Secretary, a Camden Farms Subcommittee Treasurer and up to 8 Camden Farms Subcommittee keg representatives, elected into position. A meeting shall be held by the committee on the Sydney University Camperdown campus during the month of October
- b) Elections will be held in accordance with Section 11 of the VetSoc Constitution
- c) In order to stand for election, the nominee must be a student within the Sydney University Veterinary Faculty and must be attending the Sydney University Camden Campus for study in the subsequent year. The Camden Farms Subcommittee President, Camden Farms Subcommittee Vice President, Camden Farms Subcommittee Secretary and Camden Farms Subcommittee Treasurer only must be members of the Sydney University Veterinary Society
- d) All events and operations of the Society shall be done so by the elected subcommittee, this includes the maintenance of their own bank account under the Sydney University Veterinary Society. The signatories on this bank account shall be the Camden Farms Subcommittee President, Camden Farms Subcommittee Secretary and Camden Farms Subcommittee Treasurer
- e) All Sydney University Veterinary Faculty students enrolled to study at the Camden campus automatically become members of the Camden Farms Student Society, with no sign up fee required

17 | Ratification

This Constitution was adopted on the ninth day of April 1958 and amended on the twenty-fourth day of April 1995, the third day of September 2002, the eleventh day of May 2004, the fifteenth day of May 2008, the twenty-fourth day of June 2009, the fifth day of October 2011, the ninth day of August 2012, the eighteenth day of August 2014 and the first day of June 2015. The Constitution amended on the first day of June 2015 shall be taken to be the Constitution of the Sydney University Veterinary Society from such dates, notwithstanding any provision, clause or motion to the contrary or otherwise, ratified or agreed to before such date.

President's Signature

Cillian Coleman

Hon. Secretary's Signature

Ciara Halliday