



**Sydney University
Veterinary Society
Constitution**

2011

FIFTH AMENDMENT

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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.

2 | Aims

2.1 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

2.2 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 in Veterinary Science.
- c) Undergraduates in the Faculty of Veterinary Science.
- d) Such other persons as may be nominated by the Executive Committee 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. This may be altered under the direction of the elected executives if there is an associated increase or decrease in the cost of producing membership cards or any additional benefits that arise with the membership.

4 | The Executive

4.1 The Society shall have an Executive consisting of:

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

4.2 The Executive shall have the power to manage the Society in accordance with the Constitution

4.3 Attendance of Executive members at all meetings is obligatory. Any Executive member that does not attend three consecutive meetings without leave can be dismissed from the Executive by a two-thirds majority vote

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 the Centaur and coordinate work on the Centaur publication on campus.
- d) Maintain and seek sponsorship

5.3 The 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 document 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

5.4 The 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 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

6 | Ordinary Meetings

6.1 There is no requirement for Ordinary Meetings to be held by the Society

7 | General Meetings

- 7.1** General meetings are modified by the society to comprise a meeting whereby only the members of the Executive committee are to attend.
- 7.2** The affairs of the Society shall be managed by the Executive Committee, the members of which shall comprise the President, the Vice Presidents, the Honorary Secretary, and the Honorary Treasurer, Assistant Treasurer, Animal and Veterinary Bioscience Rep and Keg Reps.
- 7.3** The Executive Committee shall meet at least twice each semester at such time and place as is decided by the President and Honorary Secretary
- 7.4** The Executive Committee shall meet within four days of the receipt of written request signed by two members of such Committee
- 7.5** The President shall preside at all meetings of the Executive Committee. In his/her absence, a Chairman shall be appointed by the other members.
- 7.6** The Executive Committee shall not proceed with any business unless at least five members be present.
- 7.7** The various committees elected at the AGM (i.e. ball committee and halfway dinner committee) shall manage such functions or matter for which they are elected as designated by the name of such committee. They should submit to the Executive committee for approval.
- 7.8** **The agenda for an Executive 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

7.9 The Executive 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

8 | Annual General Meetings

- 8.1** Beginning in 2010, the Annual General Meeting shall be held in September each year.
- 8.2** 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
- 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 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).
- 8.4** 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.
- 8.5** **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 September each year.
- 9.2** The members of the Executive will be in Second Year when elected.
- 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.
- 9.4** 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 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
- 9.5** In order to stand for election, nominees must accept nomination.
- 9.6** Every member of the Society shall be entitled to nominate and vote at the Annual General Meeting
- 9.7** Unsuccessful nominees for any Executive position may become nominees for remaining Executive positions if they wish
- 9.8** 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.
- 9.9** The Clubs and Societies Programme Coordinator shall serve as Electoral Arbiter and shall receive any appeals.
- 9.10** Voting shall be by secret ballot, and shall be First Past the Post.

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:

- a) written notice of proposed changes has been given to the Secretary not less than seven (7) 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 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 Programme Coordinator 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.

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

11 | Properties & 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 Executive 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.

11.4 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 August each year.

11.5 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.

12 | Dissolution

12.1 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.

12.2 The Secretary shall give at least fourteen (14) 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.)

13 | Inactivity

13.1 The society shall be deemed inactive after any contiguous six 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 C&S auditor and C&S 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 months inactivity, all club funds will be transferred to the USU general account.

14 | Recognition

14.1 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.

This Constitution was adopted on the 9th day of April 1958 and amended on the 24th day of April 1995 and again amended on the 3rd day of September 2002 and amended on the 11th day of May 2004 and again amended on the 15th day of May 2008 and again on the 24th day of June 2009 . The Constitution amended on the 5th day of October 2011 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

Dennis Woerde

Secretary's Signature

Aaron Koey