

CONSTITUTION AND RULES

MACQUARIE UNIVERSITY SINGERS

NAME

1. The name of the Society shall be the **Macquarie University Singers** - referred to as 'the Society' in this constitution.

OBJECTIVES

2. The objectives of the Society shall be to foster, support and perform choral and instrumental music.

MEMBERSHIP

3. There shall be two categories of membership:

- a. **ORDINARY** members, being any -

- i) students of Macquarie University (Macquarie University is referred to as 'the University' hereafter);
- ii) members of the staff of the University
- iii) members of Convocation of the University and
- iv) graduates and diplomates of any other accredited university.

- b. **ASSOCIATE** members being -

any other interested persons who subscribe to the objectives of the Society.

There may be any number of such members, but to maintain the identity of the Society with the University, the combined vote of associate members may not exceed 20 per cent of the votes of Ordinary members on any matter.

The Society may by resolution made at a general meeting decide on the form and conditions of admittance of associate members and the manner by which associate members cease to be members of the Society.

4. Any eligible person under Clause 3 of these rules shall be deemed a member upon payment of the annual subscription.
5. The minimum annual subscription for members shall be \$1.00. Membership subscriptions shall be determined by the Executive Committee (persons defined in rule 6 below). Subscriptions become payable on the first day of January each year.

OFFICE BEARERS

6. The Society shall have an Executive Committee (referred to hereafter as 'the Committee') of up to ten members, including a President, a Musical Director, a Secretary and a Treasurer. An associate member may not hold any of the offices of President, Secretary or Treasurer.
7. The Committee of the Society, with the exception of the Musical Director, shall be elected from amongst its ordinary and associate members at an annual general meeting held in October each year, the new Committee to take office from the first day of November each year.
8. Three members of the Committee shall form a quorum, and the quorum must include at least two ordinary members and at least two of the President, Musical Director, Secretary and Treasurer.

9. The President shall preside at any meetings of the Society or the Committee. In the absence of the President the members present shall elect a member to take the chair. The member in the chair has a casting vote where there is an equal division of votes on any question.
10. The members of the Committee shall hold office from the time provided in Clause 7, provided that any member may retire by giving notice to the Secretary, or may be dismissed from office at any general meeting of the Society. The Committee may act through the decisions of a majority of its members, and vacancies in the Committee membership do not affect this power.
11. A person holding the office of President, Secretary or Treasurer and who is no longer eligible for membership under Clause 3a of these rules must step down from office immediately. A person who is no longer eligible for membership under Clause 3a of these rules ceases to be a member of the Committee. The Committee may fill a casual vacancy by co-opting an eligible member.

GENERAL MEETINGS

12. The annual general meeting of the Society shall be convened for the following purposes:
 - a. to receive a report and statement of accounts for the preceding year
 - b. to elect office bearers for the ensuing year and
 - c. to transact any business for which proper notice has been given.
13. Notice of any general meeting must be given in writing to each member no less than 7 days before the date of the meeting
14. The quorum at a general meeting shall be half the number of members registered at the time of the notice of the meeting, or 10 members, whichever is less.
15. If within 30 minutes from the time appointed for a meeting a quorum is not present, the meeting:
 - a. shall be dissolved if it was called by a requisition from the members or
 - b. in any other case shall be adjourned to the same day, time and place between 7 and 14 days after the original date set for the meeting. The Secretary shall give fresh notice of the adjourned meeting. Those members attending at the adjourned meeting shall form a quorum and may transact the business for which the meeting was called.
16. Any member of the Committee may call a special general meeting. The Secretary must call a meeting if any 10 members requisition a meeting and must state in writing the purpose of the meeting. Notice must be given in writing to each member no less than seven (7) days before the date of such special meeting. The business at any special meeting shall be confined to the business stated in the notice.

POWERS OF THE EXECUTIVE COMMITTEE

17. The Committee shall have the power to manage the Society in accordance with this constitution and for this purpose shall have such powers, authorities, duties and functions as may be conferred on it by resolution of the Society in general meeting.
18. The Secretary shall:
 - a. keep minutes of the proceedings of all general and Committee meetings.
 - b. maintain papers and documents of the Society
 - c. give notice of meetings as required
 - d. carry out any other duties required by the Society or by these rules.
19. The Treasurer shall attend to all matters concerning the finances of the Society, including but not limited to, the receipt of all monies, payment of monies into accounts kept by the Society, the maintenance of accounting records and the presentation of reports and statements at meetings.

ALTERATIONS TO THE CONSTITUTION

20. Any rule may be amended or a new rule made by two-thirds majority of members present and voting at an annual or special general meeting provided at least 7 days notice of any alteration is given. Any alteration must be notified to the Vice-Chancellor of the University within 14 days of the alteration being accepted at an annual general meeting.
21. Any alteration does not become effective until 14 days after the notice has been given to the Vice-Chancellor, and during this time the Vice-Chancellor may refer the alterations back to the Society for reconsideration or may advise that the alterations must be referred to the University Council. The University Council may approve the alterations or may refer them back to the Society for reconsideration. If the Society is affiliated to CLASSOC similar notice must be given to the Convenor of CLASSOC, and any alteration does not become effective until such notice is given.

ASSETS

22. The assets and income of the Society shall be applied solely to the purposes as set out in Clause 2 above. No portion of the assets or income of the Society shall be paid or distributed directly or indirectly to the members of the organisation except as bona fide remuneration for services rendered or expenses incurred on behalf of the Society.
23. All assets and property of the Society shall be vested in the Committee and the Committee shall deal with such property and assets as directed by the Society in general meeting.
24. The assets of the Society shall be held in trust by the University Council if:
- a. the Society fails to hold an annual general meeting or
 - b. the Society fails to appoint a Treasurer at an annual general meeting
25. If the society fails to hold an annual general meeting or to appoint a Treasurer within 12 months from the last date at which these actions should have taken place, the assets of the Society become the property of the University.

AFFILIATION WITH CLASSOC

26. The Society may affiliate itself with CLASSOC or disaffiliate from CLASSOC by a resolution of the a two-thirds majority of the total membership of the Society at an annual or special general meeting. Notice of a motion to affiliate or disaffiliate must be given not less than 14 days before a meeting held for that purpose, and the same notice shall be given to the University Council.

DISSOLUTION

27. The Society may be dissolved by a resolution of a two-thirds majority of the total membership of the Society. Notice of a dissolution must be given to members not less than 14 days before a meeting held for that purpose, and the same notice shall be given to the University Council.
28. In the event of the Society being dissolved, any assets of the Society that remain after the satisfaction of all debts and liabilities shall become the property of the University.
29. If the Society wishes to dissolve and it is affiliated with CLASSOC at the time, notice of a motion of dissolution must be given to members not less than 14 days before a meeting held for that purpose, and the same notice shall be given to the Convenor of CLASSOC.