

THE
CONSTITUTION
OF

SU WINDSOC

**The social club of the Department of Aeronautical
Engineering at the University of Sydney**

Written By:

David Stagg

Treasurer Windsoc 1996

Ratified:

General Meeting

Wednesday, 4 September 1996

Last Amended:

Annual General Meeting

Monday, 20 November 2006

1. NAME

1.1 The name of the club shall be SU (Sydney University) Windsoc
(Herein referred to as “the club”)

2. OBJECTIVE

2.1 The objective of the club shall be to provide Windsoc and University members with a variety of social activities, to promote their interest in the world of aircraft, and through these events promote the meeting and interaction of Aeronautical Engineering staff and students of all years with each other and all members of the Sydney University community.

3. MEMBERSHIP

3.1 There shall be only one class of membership in the club, this being-

Ordinary Members - On application to the Secretary, or at the various Opportunities provided by the club executive during the year, all students, Graduates and staff of the University of Sydney shall be eligible for membership of the club.

ORDINARY MEMBERS – Any person enrolled in the Aeronautical Engineering Degree form years 1-4 is automatically a member of the club for the duration of their enrolment. Staff and Postgraduates are eligible for Life Membership only. Ordinary Members are not eligible for executive roles. They are ineligible to vote on any matter pertaining to the future of WINDSOC.

LIFE MEMBERS – On application to the Secretary, or at the various opportunities provided by the club executive during the year, all students, Graduates and staff of the University shall be eligible for membership of the club.

3.2 Upon payment of a subscription (membership) fee, a person shall be deemed an Ordinary Life Member of the club and shall be bound by this constitution.

3.3 The annual membership fee shall be fixed at the Annual General Meeting and shall be payable during semester 1 each year, an exception may be made for students beginning their studies at the University in second semester.

3.3.1 Annual Membership \$2.00.

4. OFFICE BEARERS

4.1 The club shall have an Executive consisting of a President, one Vice President, one Secretary, one Treasurer and a committee of a size as required and determined by the above Executive.

4.2 The Executive of the club shall be elected from amongst its ordinary members at the Annual General Meeting, to be held between the months of October and December (inclusive) each year.

4.3 Attendance of Executive members at meetings is obligatory. Any Member who does not attend any three consecutive meetings may be dismissed from the Executive at the discretion of the remaining Executive members. Committee members shall attend as required by the Executive.

4.4 The General Body of the club may in a General Meeting elect any Member of the club to fill any casual vacancy, as required.

4.5 The Executive shall have power to manage the club according to this constitution, and for this purpose shall have such powers, authorities, and functions as may be conferred on it by resolution of the club at a General Meeting.

4.6 The Treasurer, President and Vice-President shall be co-signatories of the accounts of the club, but shall be limited in the use of these finances according to section 5.7 of this constitution.

4.7 The President's duties shall include, but not limited to:

- Plan the club's activities in consultation with the Executive.
- Liaise between the Executive and the Committee as required.
- Assist with club functions.

4.8 The Vice President's duties shall include, but not limited to:

- Deputise for the President and assist other members of the Executive as required.
- Assist with club functions.

4.9 The Treasurer's duties shall include, but not limited to:

- Issue receipts for all monies paid by members or others to the club
- Pay into the bank accounts all monies received by the club.
- Present to each A.G.M of the club a certified financial statement.
- Assist with club functions.

4.10 The Secretary's duties shall include, but not limited to

- Conduct member correspondence for the club.
- Keep minutes of the proceedings of all club meetings.
- Maintain the records, papers and documents of the club.
- Maintain a list of current members.

- Assist with club functions.

5. MEETINGS

5.1 The club shall meet at least once every fortnight during semester and at least twice during the long vacation.

5.2 Meetings shall be called by any member of the Executive, as decided amongst themselves is necessary or on petition of at least 5 ordinary members, and shall be chaired by the President. In his/her absence the meeting shall be chaired by any other member of Executive.

5.3 The minimum number of attendees at ordinary meetings shall be two Executive members.

5.4 At least one day(s) notice of the time and place of the meeting shall be given on the Windsoc notice board and e-mailed to the relevant members.

5.5 The agenda of these ordinary meetings shall be:

- Apologies and leaves of absence
- Minutes of the previous meeting
- Correspondence
- Reports of Officers of the Executive
- General Business

5.6 All ordinary members shall have one vote only on any matters raised, the chairperson having a casting vote.

5.7 Ordinary meetings of the club have the power to carry motions relating to the affairs of the club by simple majority vote, including:

- Determining the use of club finances
- Formation of any required sub-committees required for the organisation of any event
- The dismissal of Executive members under 4.3 of this constitution.

6. GENERAL MEETINGS

6.1 A GM shall be called when an Executive position becomes vacant.

6.2 The Secretary may call a GM for any special purpose on the verbal application of any 10 ordinary members, stating the purpose for which the meeting has been called. The business at the meeting shall be confined to that specific purpose.

6.3 At least 7 days notice of a GM shall be given to members of the club by the Secretary on the Windsoc notice board and through e-mail correspondence and/or through one of the recognised publications of the University.

6.4 Minimum attendance at a GM shall be the majority of the Executive and Committee members or one third of membership. If within 15 minutes of the appointed time a minimum attendance is not present the meeting shall be dissolved until the same day and time the next week. At such a meeting, if the above attendance is not reached, those present shall constitute the required minimum attendance, and shall transact the business that the meeting was called for.

6.5 The agenda of these General Meetings shall be:

- Apologies and leaves of absence
- Minutes of the previous meeting
- Correspondence
- Motions of notice

6.6 A two thirds majority at a GM shall have power to carry motions on notice, including:

- Directing the Executive or any committee
- Filling vacancies on the Executive or any committee
- Amending the constitution
- Dismissing the Executive or committee members for reasons other than those mentioned in 4.3 of this constitution. Any such reasons must have a sound basing.

7. ANNUAL GENERAL MEETINGS

7.1 The AGM shall be called for the following purposes.

- to receive a report and statement of the accounts of the preceding year.
- to elect the office bearers for the ensuing year to fix the annual membership fee for the ensuing year

7.2 The AGM shall be held annually between the months of October and December (inclusive), but must be no later than the 20th day of December.

7.3 The AGM shall be held between the hours of 1pm and 2pm in the Aeronautical Engineering Lecture Theatre (or other suitable venue should the ALT not be available), and shall be chaired by the President, or any Executive member not standing for re-election.

7.4 Minimum attendance shall be as for a GM. (see section 6.4 of this constitution)

7.5 All members shall receive one week(s) notice of the AGM before the meeting date on the Windsoc notice board and through e-mail correspondence and/or through one of the recognised publications of the University.

7.6 Agenda of the AGM shall be

- Apologies and leaves of absence
- Minutes of the previous AGM
- Correspondence
- Annual Reports by each Executive member as required
- Election of Executive for the ensuing year
- Other business

8. ELECTIONS

8.1 For the annual elections at the AGM, nominations for the four Executive positions shall be accepted from the existing Executive and Committee members at any time up to the opening of the meeting.

8.2 The elections are to be conducted by the Chairperson of the AGM, someone not nominated for re-election.

8.3 A previous member of the executive not intending to run for election (or a representative from the staff of the Aeronautical Engineering Department, if there is no previous Executive member suitable) shall act as Electoral arbiter and shall receive any appeals on the decisions of the Chairperson.

8.4 Voting shall be performed by the previous Executive and Committee members in a closed ballot, counted by the Chairperson.

8.5 Notice of the elections shall occur with the notice of the AGM.

8.6 A member of staff may become involved in the Executive elections if and only if the current Executive are seriously misusing the club's property and/or funds or a previous Executive has left the University without ensuring that a new Executive is appointed.

9. ALTERATION TO THE CONSTITUTION

9.1 This constitution may be altered by a two thirds majority at any GM or AGM, provided:

Notice of proposed changes has been given to the secretary, in writing not less than one day before such an AGM or GM.

- That the proposed changes do not contravene University guidelines
- That any amendment will be notified by the club secretary to the Registrar of the University within 14 days of the change being ratified at such a meeting.

9.2 Notice of any changes shall be given to members of the club on the Windsoc notice board and/or through one of the recognised publications of the University.

10. PROPERTY

10.1 All property of the club shall be vested in the Executive of the club, for the time being of the club and shall be dealt with as directed by the club in a GM.

11. DISSOLUTION

11.1 The club may be dissolved by a two third majority of members at a GM, notice of which must be given to all members by mail at least two weeks prior to the proposed date of the meetings. In such a circumstance, any monies/property belonging to the club shall be transferred to a cultural, charitable or educational organisation inside the University as directed at the GM.

12. RECOGNITION

12.1 The club shall comply with all requirements of the University of Sydney for annual recognition.

This constitution was last amended on 20/11/2006 (2006 AGM)