

The Constitution Of The La Trobe University Archaeology Society

Proposed in General meeting May 13th, 2013.

Third Amendment – drafted 9th May 2013.

Preamble:

1. The Society shall be known as the ‘La Trobe University Archaeology Society’, hereinafter referred to as ‘LAS’ or ‘The Society’.
2.
 - i. The Society shall be governed by the terms of its Constitution.
 - ii. The Constitution and amendments thereto shall take effect immediately upon acceptance by the Society.
 - iii. The terms of the Constitution shall be interpreted by administrators (the Executive as defined in Clauses 7 and 8) in the spirit of the objectives of the Society.

3. In the case of a contradiction between this Constitution and the ‘Model Constitution’ for societies affiliated with the La Trobe University Student Union (‘LTSU’), the terms of the Model Constitution shall be given precedence over the terms of this Constitution.

i. This section shall only be effective while LAS is affiliated with LTSU.

Objectives:

3. The objectives of LAS shall be:
 - i. to provide a means of communication between current students and staff, alumni and the Archaeology Department at La Trobe University.
 - ii. to serve as a means of communication between industry, faculty and students,
 - iii. to provide access to educational resources to members,
 - iv. to hold events,
 - v. to enhance student experience at La Trobe University,
 - vi. to encourage the undertaking and publication of research,
 - vii. to raise funds to assist LAS to meet these objectives.

Membership:

4. There shall be four forms of membership:
 - i. Ordinary membership shall be open to any current student of La Trobe University.
 - ii. Associate membership shall be open to any individual who is not a currently-enrolled La Trobe University student.
 - iii. Corporate membership shall be open to any institution or corporation.
 - iv. Honorary life membership shall be offered to individuals who have made an outstanding contribution to the Society’s objectives.
 - a. Honorary life membership shall be restricted to a small proportion of the membership and will not require the payment of membership fees.
5. Membership shall be deemed to have terminated in any of the following contingencies:
 - i. Upon receipt by the Executive of a written resignation,
 - ii. Except in the instance of the application of an Honorary life membership, upon failure to pay the annual subscription fee by the 31st March, or

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- iii. Upon decision by the Executive to remove a member, but only if a member's actions are shown to be contrary to the Society's objectives.
- 6. Fees will be applicable and will be payable to the Society by all members except Honorary life members.
 - i. The Executive shall determine the level of membership fees to apply for the following year.

Executive:

- 7.
 - i. The control of LAS shall be vested in an executive, hereinafter called "the Executive", which shall have and is hereby given full powers to deal with all matters relating to or arising from the objectives of LAS;
 - ii. Notwithstanding Clause 7 (i), the Committee shall act as directed by LAS in General Meeting.
 - iii. Members of the Society wishing to join the Executive who are not eligible for these positions due to requirements beyond this Constitution (such as, but not limited to, legislative requirements or the requirements of the La Trobe University Student Union) will form a committee, hereinafter referred to as "the Sub-Committee".
 - a. The Sub-Committee may attend meetings of the Executive, but will not have voting rights during decision-making processes unless such rights are bestowed upon these members in some other capacity (for example, voting on matters in a General Meeting).
- 8. The Executive shall comprise office bearers and General Committee Members appointed from the Society's members. The officers must be appointed before the appointment of General Committee Members.
 - i. The officers shall include:
 - a. The President
 - b. The Vice-President
 - c. The Treasurer
 - d. The Secretary
 - e. The Membership Secretary
 - ii. The General Committee Members shall include:
 - a. Up to two students to be representative of students of their respective year level from each year level (specifically, first, second and third years of the Undergraduate degree program).
 - b. Up to one post-graduate student to be representative of all postgraduate student members.
 - c. The Event Manager.
 - iii. All positions on the Executive shall be the subject of elections held by the Society during the Annual General Meeting.
 - a. An officer may retain his or her position from the previous year only for a maximum of three years in succession without election on the condition that the committee – in quorum – approves such.
 - b. Nominations to the Executive must be made in writing to the President or Secretary of the Society within five business days of the Society's Annual General Meeting.
 - iv. The Executive and Sub-Committee shall meet to discuss LAS activities and undertakings at the discretion of the officer bearers.

- a. The Executive quorum shall be not less than half the number of Executive members (i.e. the sum of all office bearers and General Committee Members) currently elected.
- v. The President (or, in the absence of the President, the Vice-President or another officer) shall chair meetings of the Executive, as well as any General Meetings or the Annual General Meeting.
- vi. In accordance with Clause 7 (i) and (ii), the Executive shall formulate policies and make regulations governing the activities of the Society, and such policies and regulations shall be valid and binding on the Members of LAS.
- vii. In the case that an insufficient number of members apply to become members of the Executive, and only office-bearers are elected (and, therefore, no General Committee Members are elected), office-bearers will take on the responsibilities of the General Committee Members in addition to the responsibilities given to an office bearer.
- viii. The committee may – in quorum – remove an officer or General Committee Member from the Executive if the Executive feels the officer or General Committee Member has acted contrary to the Society’s objectives.
 - a. The Executive may then – at its discretion – appoint replacement(s) with or without election.
- ix. In the event of the resignation of an officer or General Committee Member, the position may be filled as per Clause 8, section viii, subsection a.
- x. All except one officer of the Executive must be current students of La Trobe University.
- xi. Only one associate member of the Society may be elected to the Executive at any given time.
 - a. The sole Associate Member serving on the Executive Committee must hold valid associate membership of the La Trobe University Student Union.
- xii. All members of the Executive must submit their full name, date of birth and Australian Tax File Number (TFN) to the Treasurer (or an appropriate officer of the Executive) within three business days of election to the Executive (for the purposes of proper administration of the Society’s taxation registration details).

Finance:

- 9. i. The funds of the Society shall be in the control of the Executive and shall be kept in such savings institution as the Executive shall determine.
- ii. The Executive shall appoint three of its office bearers, any two of whom shall operate jointly on the account of the Society.
 - a. The President shall be permitted to operate the Society’s bank account(s) without the presence of other officers.
- iii. The financial year for the Society shall be the 12 months ending 30 June each year.
- vi. Funds may be raised by donations, fees or levies on membership, by functions organised by the Executive or by the receipt of grants or

- other funding for the purposes of the objects of the Society.
- vii. All monies received by the Society shall be deposited as soon as practicable and without deduction to the credit of the Society's bank account. The Society may hold and maintain one or more bank accounts as the Executive determines.
 - viii. The Treasurer (or, in the absence of the Treasurer, the President) will be responsible for tending to all taxation matters.
 - a. In the event of financial liability, the Society will be responsible for covering any expenses incurred.

General Meetings:

- 10. The Annual General Meeting (AGM) of the Society shall be held within eight weeks of the end of the Society's financial year (as defined in Clause 9), at such time and place as shall be determined by the Executive and declared to Members of the Society by the President or Secretary.
 - i. The objectives of the AGM shall be:
 - a. to receive from the Executive a report of the proceedings of the preceding year and a statement of the income and expenditure of that year,
 - b. to elect the Executive for the ensuing year,
 - c. to decide on any motion which may be put to the Meeting.
- 11. Ten Members shall be necessary for a quorum at a General Meeting, or if the membership of the Society does not exceed thirty persons, one third of the membership shall be necessary for a quorum at a General Meeting.
- 12. At least 14 days notice in writing shall be given to Members of a General Meeting at which business is transacted.

Interpretation of this Constitution:

- 13. The Executive shall be the sole authority for the interpretation of this Constitution, and the decision of the Executive upon any question of interpretation or upon any matter affecting the Society and not provided for in this Constitution shall be binding on the Members of the Society.

Amendments to this Constitution

- 14. This Constitution shall be repealed or amended in whole or in part only by decision of the Society in General Meeting, and provided that the notice calling such Meeting shall specify in general terms the proposed resolution and unless the resolution be carried by a majority of at least two thirds of Members present at the Meeting.

Dissolution of the Society:

- 15. The Society may be dissolved by resolution to that effect, carried by a majority of at least two thirds of Members.
 - i. The liability of a member to contribute toward the payment of the debts and liabilities of the Society or to the costs, charges and expenses of the winding up of the Society is limited to the amount, if any, unpaid by the member in respect of membership of the Society as required by Clause 6.

- ii. If, upon the winding up or dissolution of the Society, there remains, after satisfaction of all debts and liabilities, any property or funds whatsoever, the same shall be given or transferred to some other institution or institutions having objectives similar to the objects of this Society.