CONSTITUTION OF ASIA-PACIFIC STUDIES SOCIETY

1 Reference

1.1 Name and establishment

a) There is established an association, known as The Australian National University Asia-Pacific Studies Society (formerly the Asian Studies Students’ Society), herewith referred to as the ‘Society’ for the purposes of this document.

2 Interpretation of Terms

2.1 Terms of Reference.

Unless explicitly stated otherwise,

a) ‘ANU’ refers to the Australian National University;

b) ‘college’ refers to the College of Asia and the Pacific;

c) ‘Deputy Position’ means a position deputised under an existing Executive position as per clause 6;

d) ‘Executive’ refers to the office bearers of elected positions of the Executive body of the society as per clause 6;

e) ‘financial year’ means the year beginning 1 July and ending 30 June;

f) ‘meetings called by the Executive’ refers to an annual general meeting (‘AGM’), or any other meeting as called by the Executive open to all members of the society where votes are cast;

g) ‘members’ refers to those paid and honorary members of the society;

h) ‘meetings of the Executive’ refers to meetings between the Executive for the purposes of discussing operations of the society;

i) ‘regulations’ refers to the regulations contained in this document;

j) ‘SA’ refers to the Australian National University Students Association (ANUSA).

3 Object

3.1 The objects of the society are to:

a) Foster and promote both knowledge and awareness of Asian and Pacific Studies to the ANU Community, and the wider community generally, through publications, communal events, and other activities;

b) Bring together students, scholars, former students, former scholars and relevant groups and associations related to the fields of Asian and Pacific Studies for the purposes defined in clause 3.1.a.
3.2 The assets and the income of the society must be applied exclusively to the promotion of its objects and no portion will be paid or distributed directly or indirectly to members except for expenses incurred on behalf of the Society.

4 Interpretation

4.1 Whoever presides at a meeting of the Society may interpret this Constitution and the Regulations made under it for the purposes of the meeting, and the Secretary, with concurrence of the President, may interpret them at any other time.

4.2 Where agreement cannot be reached or where a decision has been made and twenty current members of the society object to that decision in writing, an appeal can be lodged with the Grants and Affiliations Committee of the ANU Student Association.

4.3 This constitution may be amended by a resolution carried by a two-thirds majority of full members present and voting at a General Meeting of the Society in concurrence with a majority vote from the Executive.

5 Members

5.1 Eligibility for membership of the society

a) General membership will be open to all interested individuals at a reasonable price set by the Executive no later than February 1 each calendar year.

b) Honorary membership will be offered by the Executive to individuals who are deemed to be held in high repute in the field of Asia Pacific Studies and the Asia Pacific Studies community, and whose involvement with the society is deemed beneficial to its image and the pursuit of its objectives as stated in clause 3.

1. The fee applicable in clause 5.1.a is not applicable in clause 5.1.b;
2. Members as defined in clause 5.1.b do not have voting rights;
3. Members as defined in clause 5.1.b are subject to clause 5.1.c.

c) Membership of the society ceases on the first academic date of each calendar year, as set by ANU.

1. 5.1.c applies to the Executive, except where provisions are made at meetings relating to office duties in the interim academic and teaching period for the provision of continued operation of the society.

5.2 No other class of membership exists.

5.3 Members who have joined one hour prior to the planned commencement of an AGM will have voting rights only after the conclusion of that AGM.

5.4 A roll recording the name and membership number of all society members, and the student number of all full members, is to be held and kept up to date by the Executive.

6 The Executive

6.1 The Executive members are elected during an AGM by a majority agreement amongst the society’s non-Executive members.
6.2 The total number of individual Executive positions that exist in the Executive of the society is fourteen (14). Twelve (12) are responsible for the administration of the society generally whereas two (2) are responsible for the administration and operation of the society publications as per clause 7.

6.3 The Executive is to be elected at each AGM of the society by a vote involving the full members, but not honorary members, of the society.

6.4 Executive members of the society must pursue and not breach the objects as outlined in clause 3.

6.5 Executive members of the society will be responsible for the administration and operation of the society, as follows:

a) The president is responsible for the general establishment and leadership of the society. The president will make official representation of the society in dealing with other groups and organisations where significant transactions occur. The president is responsible for the sustainability of the society for the next period structurally, financially and otherwise. The president coordinates the society internally and externally in terms of administration and operation. The president may delegate duties to other Executive members, and has the final say with regards to the selection of representatives outlined in clause 6.6.b where agreement with the secretary is unanimous.

1. The president has the power to co-opt ordinary members, through majority agreement of the Executive, to a deputy position within the Executive.

b) The vice-president is responsible for assisting the president in official duties. The vice-president makes representation where the president is unable. The vice-president is responsible for ensuring that the operation of the society is executed in a clear and consistent manner.

c) The secretary is responsible for the administration of the society. The secretary will make notes, minutes and agenda where it relates to meetings within the society and between other individuals, groups and bodies. The secretary is responsible for maintaining current membership lists and email lists.

d) The treasurer is responsible for the financial administration of the society. The treasurer will ensure that financial commitments of the society do not exceed the limitations of the society, nor jeopardise the future survival and sustainability of the society. The treasurer will ensure that financial records are current. The treasurer is responsible generally for the provision and safekeeping of petty cash between and during events. The treasurer makes representation to the society’s bank, and to the Student Association with regards to financial matters. The treasurer may make representation to current and potential financial sponsors of the organisation.

e) The sponsorship officer is responsible for relations between the society and its financial and non-monetary stakeholders with regards to monetary and non-monetary sponsorship. The sponsorship officer will seek out monetary and non-monetary contributions from
potential individuals, groups and bodies. The sponsorship officer may make representation of the society to potential donor bodies with regards to incentives for sponsorship, such as advertising, events and other related inducements.

f) The social officer is responsible for the relationships between the society and its stakeholders. The social officer will ensure that communication of a clear and consistent nature exists between the society and its members, the aim of which will be to keep members informed of the activities of the society.

g) The IT Officer is responsible for creating, maintaining or updating, as the case may be, all IT systems or media used by the Society, including but not limited to webpages, Facebook groups or events, and any other social media.

h) There shall be five Gen Reps, two of which must be first-year students at the ANU. Gen Reps shall assist the society in a general capacity or as otherwise decided by the Executive (which includes the Gen Reps).

6.6 There exists one extraordinary Executive positions and one representative position within the Executive.

a) The extraordinary Executive of SA delegate shall be filled by no more than two (2) representatives from the SA, ordinarily composing of those elected to the position of College Representative.

1. The SA delegate is responsible for representing the SA and its interests to the society, and fostering the relationship and coordination between the activities of the SA, the college, and the society.

2. The SA delegate may not make any binding representation of the society except to the SA, and only when the Executive has previously agreed. The College Representative is not responsible for any administration or operation of the society.

3. The SA delegate is encouraged to participate in meetings to the extent outlined in clauses 6.a.2.

b) The position of college representative shall ordinarily be comprised of a staff member(s) under the administrative umbrella of the college.

1. The college representative is responsible for representing the college and its interests to the society, and fostering the relationship and coordination between the activities of the society and the college.

2. The college representative may not make any binding representation of the society except to the college, and only when the Executive has previously agreed. The college representative is not responsible for any administration or operation of the society.

3. The college representative is encouraged to participate in events and meetings to the extent outlined in 6.b.2, in pursuit of the purposes outlined in clause 3.

c) Membership of the Executive as outlined in clause 6.6 is not affected by clause 6.1; however the term served by members defined in clause 6.6 is to be no longer than two academic years consecutively.
6.7 No elected member of the Executive shall hold an elected position on any other society, unless unanimously approved by the elected Executive.

7 Publications

7.1 The official publication of the society is so established and is named *Monsoon*, and published at least three times per year.

7.2 There exists two (2) positions responsible for the administration and operation of Monsoon.

a) The editor(s) are responsible for the timely, accurate and comprehensive publication of the society’s publications. This includes, but is not limited to, a sufficient number of articles and illustrations that promote the terms outlined in clause 3, as well as physical and (where available) electronic distribution of the publication to the community generally.

1. The editor may make representation of the society to a printing business for the purposes outlines in clauses 7.2.a.

2. Any cost related to clauses 7.2.a must be approved by the president and the treasurer prior to any financial deductions by the society made for those purposes.

8 General Meetings

8.1 An Annual General Meeting (AGM) of the Society is to be held at least once each year, not more than 14 months after the previous AGM of the Society, at which the members of the Executive of the Society are to be elected, and an Annual Report, statements of income and expenditure, and a current balance sheet are to be presented by the outgoing Executive.

8.2 A General Meeting of the Society may be convened no more than once during each teaching period of the academic year at the discretion of the Executive.

8.3 A Special General Meeting must be called by the Executive within 10 academic days of being presented with a petition signed by 10 members of the Society setting out the purpose for which such a meeting is requested.

8.4 A quorum for an AGM is 10 members.

8.5 Unless explicitly stated otherwise in this document, decisions of a General Meeting are passed by a simple majority of full members present in person who cast a vote.

8.6 The president is the chair of a general meeting. Where unavailable, the president has the power to delegate a chair in their absence.

8.7 The chair has a deliberate and casting vote.

8.8 Any resolution of a quorate General Meeting binds all members of the Executive to the extent that the resolution directly relates to their activities as a member of the Executive of the society.

9 Records Keeping

9.1 The Executive is responsible for the safe and proper storage of its records.
9.2 The Executive Committee must make the records available at any time to the ANU Students
Association Grants and Affiliations Committee.

10 Incorporation

10.1 This constitution, and the Executive, is subject to any conditions arising through public
incorporation of the society.

11 Affiliation and Dissolution

11.1 The society is affiliated with the ANU Students’ Association Grants and Affiliations
Committee.

11.2 This constitution is subject to the ANU Students’ Association Grants and Affiliations
Committee Regulations or any amendment thereto, or special rules thereunder.

11.3 The Society must resolve by special resolution to cease its operations and dissolve.

11.4 Upon cessation its books, records and property must be surrendered to the ANU Student
Association.