CONSTITUTION OF THE AUSTRALIAN NATIONAL UNIVERSITY
ASIA AND PACIFIC STUDIES SOCIETY

1. Reference

1.1 Name and establishment

a) There is established an association, known as The Australian National University Asia and 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 Pacific;
c) ‘Executive’ refers to the officer bearers of elected positions of the Executive body of the Society as per Section 6.
d) ‘Financial Year’ means the year beginning 1 July and ending 30 June;
e) ‘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;
f) ‘Members’ refers to those paid and honorary members of the Society;
g) ‘Meetings of the Executive’ refers to Meetings between the Executive for the purposes of discussing operations of the Society;
h) ‘Regulations’ refers to the regulations contained in this document;
i) ‘SA’ refers to the Australian National University Students Association (ANUSA).

3. Objectives

3.1 The Objectives of this Society are to:

a) Foster and promote both knowledge and awareness of Asia 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 Asia and Pacific Studies for the purposes defined in 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.

3.3 This Society is a representative organisation and represents the students of the College of Asia and Pacific.

4. Interpretation

4.1 Whoever presides at any 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 Students 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.

a) Minor or non-substantial amendments to this Constitution may be made by a majority vote of the Executive. Any amendment made under this clause is subject to confirmation at the following AGM. A quorum for a vote held under this clause is two-thirds of 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 section 3.

1. The fee applicable in 5.1.a is not applicable in 5.1.b;
2. Members as defined in 5.1.b do not have voting rights;
3. Members as defined in 5.1.b are subject to 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 within 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-honorary members who vote and are present at the AGM.

a) Where votes are tied and a majority cannot be determined, the majority vote of the Executive members present and voting is sufficient;
b) Where a vote undertaken according to 6.1(a) does not result in a majority agreement the secretary’s vote shall be decisive.

6.2. The total number of individual Executive positions that exist in the Executive of the Society is fifteen (15). Thirteen (13) are responsible for the administration of the Society generally whereas two (2) are responsible for the publication of Monsoon as per clause 7.

6.3. Executive members of the Society must pursue and not breach the Objectives as outlined in clause 3.

6.4. The Executive shall consist of five teams: Administration, Events, Media, Monsoon and General Officers. Members of the Executive must be paid members of the Society and full or part-time students of the ANU at the time they are elected. The Executive shall be structured as follows:

a) Administration team
1. **President**: Responsibilities include general direction and leadership of the Society, coordination of Executive members, delegating as appropriate, representing the Society, holding petty cash, chairing meetings and ensuring the sustainability of the Society. The President is also a co-signatory to the Society’s bank account(s), with the Vice-President and Treasurer. The President shall have all powers given in this constitution, and may do any tasks necessary to achieve responsibilities and the objects of the Society as per clause 3.1.

2. **Vice President**: Vice-President: The Vice-President is to assist the President in all duties, preside at any Executive meetings where the President is unable to attend and take the minutes if the Secretary is unable to attend. The Vice-President is also a co-signatory on the Society’s bank account(s), with the Treasurer and President. The Vice-President is also responsible for liaising with and maintaining relationships between Asia-Pacific related clubs, faculty representatives and faculty members.

3. **Secretary**: Responsibilities include assisting the President generally, internal administration of the Society, maintaining membership and email lists, representing the Society where the relevant officer is unable to do so, setting agendas and taking minutes of Meetings, and delegating such tasks from time to time.

4. **Treasurer**: Responsibilities include ensuring the ongoing financial solvency of the Society, keeping accurate financial records, managing the Society’s bank account(s) (with the President and Vice-President as co-signatories), representing the Society regarding grants and other financial matters, and creating budgets for events as necessary. This position also requires the completion of a fundamental accounting/business course (i.e. BUSN1001 or high school equivalent), or have relevant experience.

5. **Sponsorship and Marketing Officer**: Responsibilities include managing relationships with existing sponsors, seeking new sponsors, deciding on sponsorship packages and representing the Society to existing or potential sponsors. They are also responsible for promotion of social events in conjunction with Social Officer and IT and Design Officer, printing and distributing relevant posters or other non-electronic media, and inclusion of appropriate sponsor logos in Monsoon and other publications.

b) **Events team**

1. **Social Officer**: Responsibilities include proposing, planning, arranging publicity for, and executing events, delegating tasks as necessary, representing the Society at or regarding social events, working with the Vice-President to organise inter-club events. The Social Officer is also responsible for forming the Social Sub-Committee, appointing members from the general membership of the Society with the approval of the Executive.

   a) **Social Sub Committee**: Members of the Social Sub-Committee are not elected members of the Executive, and therefore have no voting rights. The Social Sub-Committee must report to the Meetings of the Executive via the Social Officer.

2. **General Representatives (Gen Reps)**: There shall be two Gen Rep positions available, and responsibilities shall include sitting on the ‘Events’ committee, assisting with social functions and assisting the Executive as required in a general capacity. One Gen Rep must be a first-year student at the ANU.

   c) **Media team**

1. **IT and Design Officer**: IT responsibilities include designing, maintaining, and updating the Society’s website, raising any I.T. related proposals and otherwise assisting with I.T. related tasks. Design responsibilities include designing digital images or logos for electronic media, in response to requests by other members of the Executive.
d)  Monsoon team

1. **Editors:** There shall be one (1) Editor of Monsoon, and their responsibilities are as stipulated in clause 7.2.

6.5. All ANUSA College Representatives to the CRC for the College of Asia & the Pacific shall be honorary members of the Executive. The College Representatives have no voting rights and no authority to officially represent the Society. They are encouraged to attend all Meetings as they see fit.

   a) The College of Asia & the Pacific may send an official representative to attend the Society’s Meetings. This representative shall have no voting rights and no authority to officially represent the Society.

6.6. **Conflicts of Interest**

   a) If any candidate for a position in the Executive holds an Executive position in another ANU club or Society, the candidate must declare this other position prior to being elected. If the candidate does not declare other positions, the election of that candidate shall be deemed void.

   b) If any existing Executive member takes up an Executive position in another ANU club or Society, that Executive member must declare this other position to all Executive members within a reasonable time and obtain informed consent from at least 2/3 of the Executive. If such consent is not obtained or no declaration is made, the Executive member must renounce one of the conflicting positions.

   c) Executive members must declare all other conflicts of interest that may influence their ability to participate in the Society and fulfill their responsibilities as outlined in part 6.

6.7. **Attendance**

   a) If an Executive member misses three consecutive Executive Meetings, without providing at least 24 hours prior notice and good reason, such good reason as is determined by a majority vote of the Executive present at each meeting in question, that Executive member is deemed to have renounced their position.

   b) In the event that an Executive member is deemed to have renounced their position as per 6.7(a), the vacancy of that position shall be communicated to all members of the Society within four days. The Executive shall consider all nominations at the following Executive meeting, and shall elect a replacement Executive member by majority vote. This election shall be confirmed or otherwise at the following AGM.

   c) If an Executive member fails to show up to an Executive meeting, without providing at least 24 hours prior notice and good reason, such good reason as is determined by a majority vote of the Executive present each meeting in question, that Executive member shall be liable to pay a fine of $5, and lose all voting rights until such fine is paid.

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 one (1) position responsible for the administration and operation of Monsoon.

7.3. This Editor must appoint a Sub-Editor(s) from within the membership of the Society, in consultation with the Executive. This Editor and their appointed Sub-Editor(s) are members of the Executive, however, the Sub-Editor has no voting rights in Meetings of the Executive.

   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 section 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 outlined in 7.2.a.
2. Any cost related to 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.

a) The Returning Officer is responsible for announcing and advertising the AGM, receiving nominations and drawing ballot papers, vote-counting and providing the results to the President.
b) The Returning Officer is to be the Secretary, unless there is a conflict of interest where the Secretary intends to nominate for the Executive in the next Executive committee. In this instance, the Returning Officer will be chosen by consensus of the committee.

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.