



**GRIFFITH UNIVERSITY GOLD COAST
ASSOCIATION OF POSTGRADUATES**

CONSTITUTION

GCAP CONSTITUTION

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1. Name and Status

- 1.1 The name of the association is the “Griffith University Gold Coast Association of Postgraduates” (the Association).
- 1.2 The Association is an associated body of the Griffith University Gold Coast Student Guild.

2. Definitions and Interpretations

- 2.1 In this Constitution unless the contrary intention appears:

“**The University**” means Griffith University Gold Coast.

“**The Association**” means the Griffith University Gold Coast Association of Postgraduates.

“**The Guild**” means the Griffith University Gold Coast Student Guild.

“**Annual General Meeting**” means a meeting of the kind described in section 5.4.1.

“**Committee**” means the body consisting of the Committee Members which is the governing body of the Association.

“**Constitution**” means this constitution of the Association.

“**Committee Member**” means a member of the Committee outlined in section 6.1.

“**Executive Officers**” refers to Committee Members with a specific portfolio who are listed in section 6.4

“**Extraordinary General Meeting**” means a general meeting of Members convened in accordance with section 5.2.

“**General Meeting**” means a general meeting of Members and includes the Annual General Meeting or any Extraordinary General Meeting.

“**Member**” means a person who has become a member through the process identified in section 4.

“**Postgraduate**” means a student identified by the University as currently enrolled in postgraduate study.

“**Regulations**” means the rules, regulations, by-laws, and policies made by the Committee under this Constitution.

“**Seal**” means the common seal of the Club.

- 2.2 Words or expressions contained in this Constitution are to be interpreted in accordance with the Definitions. Where these Definitions are insufficient or unclear, the General Manager of The Guild shall be the arbiter of differences in interpretation.

3. Objects

- 3.1 The objects of the Association are:

- 3.1.1 To enhance the academic, cultural, and social experience for students enrolled in postgraduate studies at the University;
- 3.1.2 To provide and promote support services for postgraduate students of the University;
- 3.1.3 To aid in the development of a postgraduate community; and
- 3.1.4 To promote an inclusive campus for all regardless of gender, race, colour, age, marital status, parental status, sexual preference, disability or religious belief.

4. Membership

- 4.1 To be eligible for membership students must be identified by the University as being enrolled on the Gold Coast campus as a Postgraduate.
- 4.2 To become a Member, an eligible student must:
 - 4.2.1 Register with the Association by providing the information outlined in the regulations; and
 - 4.2.2 Have their eligibility verified by the Association.
- 4.3 Members, in good standing, of the Association have the right to:
 - 4.3.1 Receive notice of general meetings;
 - 4.3.2 Submit items of business for consideration at a general meeting;
 - 4.3.3 Attend and be heard at general meetings;
 - 4.3.4 Vote in general meetings;
 - 4.3.5 Have access to the minutes of general meetings and other documents of the Association;
 - 4.3.6 Access the services, events, activities, and resources offered by the Association; and
 - 4.3.7 Stand for and hold elected and appointed positions of the Association.
- 4.4 If a Member is no longer eligible as per section 4.1 he or she ceases to be a Member.

5. General Meetings

- 5.1 There shall be an Annual General Meeting in May of each year.
- 5.2 Extraordinary General Meetings shall be called by the President or General Secretary:
 - 5.2.1 With the agreement of the Committee;
 - 5.2.2 Upon the written request, including the business to be conducted, of 5 per cent of Members or 20 Members, whichever is greater; or

5.2.3 If the President or General Secretary has not called the meeting as required by section 5.2.2, those Members may convene an Extraordinary General Meeting no later than two months after the request, as stipulated in section 5.2.2, was made.

5.3 Convening General Meetings

5.3.1 Notice of every General Meeting must be given to every Member through the process outlined in the Regulations.

5.3.2 Notice of the Annual General Meeting must be given to all those eligible for membership in the Association.

5.3.3 All notices for General Meetings shall:

- (1) Specify the place, day, and hour of the meeting;
- (2) State the nature and order of business to be conducted at the meeting;
- (3) Include other documentation as required by this Constitution;
- (4) In the case of the Annual General Meeting, include a call for general business; and
- (5) Be circulated at least fourteen (14) days in advance of the General Meeting with the exception of meetings adjourned and called as described in section 5.5.4.

5.3.4 All General Meetings must be held on an Academic Day as identified by the University.

5.4 Business of General Meetings

5.4.1 Annual General Meetings

- (1) The agenda for the Annual General Meeting must include:
 - (a) A report from the President;
 - (b) A report from the General Secretary;
 - (c) The election; and
 - (d) Any other business submitted by a Member at least seven days prior to the Annual General Meeting in accordance to the process outlined in the Regulations.

5.4.2 Extraordinary General Meetings

- (1) The business of an Extraordinary General Meeting must be stated at the same time as the meeting is called; and
- (2) No additions may be made to the agenda for an Extraordinary General Meeting.

5.5 Quorum for General Meetings

5.5.1 A quorum for a general meeting of the Association shall be the fewer of 25 Members or 10% of total Membership.

5.5.2 If quorum is not reached at the designated starting time or if quorum lapses at any point during the meeting, the meeting will be suspended for thirty minutes.

5.5.3 After thirty minutes of lapsed quorum, the General Meeting, if convened as per section 5.2.2 or 5.2.3 will be dissolved. In all other cases, the General Meeting will be adjourned.

5.5.4 Adjourned meetings shall:

- (1) Stand adjourned until seven (7) days from the original date and time;
- (2) Have a quorum of fifteen Members, of which five are not committee members;
- (3) Transact the business for which the General Meeting was originally called; and
- (4) Have notice given as soon as reasonably possible.

5.6 Meeting Conduct

5.6.1 The conduct of General Meetings is governed by the Regulations of the Association notwithstanding the requirements of other Sections within the Constitution.

5.6.2 Where other sections of the Constitution outline processes regarding decision making and policies, those sections take precedence over those listed in Section 5.6.

5.6.3 Each Member shall have one vote.

5.6.4 Matters will be decided by a simple majority of Members present unless otherwise stipulated in the Constitution.

5.6.5 The President shall chair all meetings, or, in the absence of the President, the Vice President, or, in the absence of both the President and the Vice President, a chair shall be elected by Members in attendance.

5.6.6 No proxies are permitted.

6. Committee

6.1 The committee consists of:

6.1.1 The President;

6.1.2 Director (Academic Services);

6.1.3 Director (Funding and Grants);

6.1.4 Director (Equity);

6.1.5 Director (Events);

6.1.6 General Secretary;

6.1.7 Up to seven other members;

(1) One of the seven Committee members allocated under 6.1.7 is reserved for a member who self-identifies as an Indigenous Australian;

6.1.8 The Guild President (non-voting); and

6.1.9 The Griffith University Postgraduate Student Association President (non-voting).

6.2 The Vice President

6.2.1 A Vice-President will be elected by the Committee in its first meeting of its term.

6.2.2 The Director (Academic Services), the Director (Funding and Grants), the Director (Equity), and the Director (Events) are eligible to be the Vice-President.

6.2.3 The conduct of the election of the Vice-President is governed by the Regulations, notwithstanding the sections contained within the constitution.

6.3 Role descriptions for committee members are outlined in the Regulations.

6.4 Executive Officers

6.4.1 The President, the Director (Academic Services), the Director (Funding and Grants), the Director (Equity), the Director (Events), and the General Secretary are referred to as Executive Officers.

6.5 Committee Membership

6.5.1 Executive Officers, except for the General Secretary, shall be appointed in the process described in section 6.6.

6.5.2 The General Secretary shall be appointed by the General Manager of The Guild.

6.5.3 Voting members of the Committee who are not Executive Officers shall be elected in the process described in section 6.7.

6.5.4 A person may only hold one Committee position.

6.5.5 All Executive Officer positions, except for the President, may be shared under the following conditions:

(1) No more than two people may share an Executive Officer position;

(2) There remains one vote per Executive Officer position; and

(3) Section 6.6.4 applies to the appointment of shared Executive Officer positions.

6.5.6 All Members are eligible to be on the committee.

6.5.7 Committee members have a term of one year (from July 1 to June 30 of the following year).

6.6 Appointment Process

6.6.1 The conduct of Appointments is governed by the Regulations of the Association notwithstanding the sections contained within the constitution.

6.6.2 The General Secretary will chair an appointment committee. This committee should:

- (1) Consist of people knowledgeable of the purpose and activities of the Association;
- (2) Not include any person seeking an appointment as an Executive Officer;
- (3) As much as possible, be representative of the Membership; and
- (4) Contain a minimum of three people and a maximum of five.

6.6.3 The appointment committee will release a call for nominations at least fourteen days prior to the close of nominations.

6.6.4 The appointment committee will appoint all Executive Officers.

6.6.5 The appointments should be completed prior to the Annual General Meeting.

6.7 Election Process

6.7.1 The conduct of Elections is governed by the Regulations of the Association notwithstanding the sections contained within the constitution.

6.7.2 Elections for Committee members who are not Executive Officers occur during the Annual General Meeting.

6.7.3 A call for nominations for elected positions must occur a minimum of fourteen days prior to the Annual General Meeting.

6.7.4 The General Secretary acts as the Returning Officer for elections.

6.7.5 The voting process must be conducted by a secret ballot according to the process described in the Regulations.

6.7.6 Eligible voters are those who are Members of the Association prior to the beginning of the Annual General Meeting.

6.7.7 The time and location of the election must be advertised to all Members.

6.8 Vacancies

6.8.1 A committee position becomes vacant if the person holding the position:

- (1) Resigns from their term by advising the President in writing. Resignations are deemed to be immediate unless otherwise stated. The President may resign by notifying the General Secretary and the Vice President/Director (Academic Services);
- (2) Has failed to attend three consecutive Committee meetings;
- (3) Dies;
- (4) Is removed from office as a result of the resolution of a General Meeting as described in section 6.8.2 for wilfully performing an act that:
 - (a) Disrupts any activity of the Association;
 - (b) Is detrimental to the Association; or
 - (c) Is in violation of the Student Charter of the University;
- (5) is no longer eligible to be a Member of the Association.

6.8.2 Removal of Committee Members

- (1) Before a vote of Members is taken about removing the Committee member:
 - (a) The allegation against the member should be presented and described; and
 - (b) The member must be given a full and fair opportunity to state why he or she should not be removed from office.
- (2) Committee Members may be removed by a two-thirds majority vote at a General Meeting.
- (3) There is no right of appeal to the decision made by the Members.
- (4) The position is immediately declared vacant.

6.8.3 Vacancies shall be filled according to the process outlined in the Regulations.

6.8.4 Persons filling vacancies hold those positions for the remainder of the term of office.

6.9 Committee meetings will be run according to the Regulations.

7. Records

7.1 The General Secretary shall be in custody of all Records.

7.2 Records, other than those listed in section 7.3 shall be made available to any Member through the process described in the Regulations.

7.3 Records deemed to be confidential are:

7.3.1 In camera minutes and communication related to in camera minutes;

7.3.2 Commercial-in-confidence materials; or

7.3.3 Any other document declared confidential by a resolution of the Committee.

8. Seal

8.1 The Common Seal of the Association must be kept in the custody of the President.

9. Finances

9.1 The Association shall receive the majority of its funding from The Guild.

9.2 The Committee shall create an operational budget based on the funding allocated by The Guild.

9.3 The cash assets of the Association shall be held by The Guild.

9.4 The General Secretary will work with The Guild to manage finances.

9.5 The financial year of the Association is from 1 January to 31 December.

9.6 The Regulations of the Association will outline further policy and procedure regarding the Association's finances.

10. Amendments

10.1 This Constitution may be amended by a two-thirds majority of Members present at a General Meeting.

10.2 Notice of Amendments to the Constitution must be distributed to Members a minimum of seven days prior to the General Meeting except when:

10.2.1 The Amendment is not-substantive (e.g., a typographical error); or

10.2.2 The Amendment clarifies but does not change the meaning of the Constitution.

10.3 Amendments to the Constitution related to section 10.2.1 and section 10.2.2 do not require notice.

11. Dissolution

11.1 Upon dissolution all assets of the Association shall be distributed to The Guild.