



# Constitution of the Monash Biological Society

## Part 1. The Constitution

### 1.1. Interpretation

**1.1.1. The provisions of this constitution shall be construed subject to the constitution of the Clubs & Societies Council. Where this constitution is inconsistent with the constitution of the Clubs & Societies Council, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect. Where the constitution of the Clubs & Societies Council makes provisions for a matter or thing not otherwise provided for in this constitution, those provisions shall take effect as if they were contained in this constitution.**

**1.1.2. In this constitution, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Clubs & Societies Council, and**

- i. "AGM" means the Annual General Meeting;
- ii. "society" means Monash University Biological Society
- iii. "Clubs & Societies Council" means the Clubs & Societies Council division of MSA;
- iv. "C&S Executive" means the Executive of the Clubs & Societies Council;
- v. "committee" means the committee of the society, as defined in 4;
- vi. "EGM" means an Extraordinary General Meeting;
- vii. "General Meeting" means a general meeting of the society members;
- viii. "MSA" means Monash Student Association (Clayton), Inc. (A.B.N. 20 147 061 074);
- ix. "OGM" means an Ordinary General Meeting; and
- x. "public notice" means notice displayed on the societies notice boards.

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## **1.2. Amendments**

**1.2.1. This constitution may be amended by the affirmative votes of 2/3 of the voting members at a General Meeting, if**

- i. at least 21 days written notice of the proposed amendment is served on all society members; and
- ii. the C&S Executive has first approved the sought amendment(s).

## **Part 2. The Society**

### **2.1. Name**

**2.1.1. The name of the society shall be the “Monash Biological Society”.**

**2.1.2. The trading names of the society shall be**

- i. “Monash Biological Society”;
- ii. “Monash University Biological Society”;
- iii. “The Biological Society”; and
- iv. “MUBS”.

### **2.2. Aims and Objectives**

**2.2.1. The aims and objectives of the society shall be to;**

- i. promote interest in the biological science disciplines;
- ii. provide opportunities to expand students understanding of all aspects of biology through field trips, conferences with key speakers and career seminars;
- iii. facilitate and encourage intellectual and social exchange between members;
- iv. facilitate and actively encourage biological science students to participate in voluntary activities relating to the biological science field;
- v. Support the continued involvement of students in maintaining Jock Marshall Reserve at the Monash University Clayton Campus; and
- vi. provide a social network between Monash University, biological science undergraduates, honours and postgraduate students, alumni, faculty members and related industry bodies.

## **2.3.Affiliation**

**2.3.1.Any proposal to affiliate the Society with any other organisation must be authorised by vote of the Committee, and the affiliation will remain inferior to the affiliation with the Clubs and Societies Council.**

## **Part 3.Membership**

### **3.1.Duration and Cost of Membership**

**3.1.1.The annual membership fees of the society, if any, shall be set by the committee.**

**3.1.2.A person's membership to the society shall run from the payment of the membership fee, or if there is no fee, from approval of the membership, until 1st of April of the following year, or until the person ceases to be eligible, whichever occurs earlier.**

### **3.2.Ordinary Membership**

**3.2.1.Ordinary membership to the society shall be open to all Students and University Staff Members who subscribe to the aims and objectives of the society.**

### **3.3.Associate Membership**

**3.3.1.Associate membership to the society shall be open to all persons who are ineligible for ordinary membership, and who subscribe to the aims and objectives of the society.**

**3.3.2.Associate members of the society shall have all the rights of ordinary members, except that they shall not be eligible to vote or hold committee positions.**

### **3.4.Honorary Membership**

**3.4.1.Honorary life membership of the society may be conferred by the affirmative votes of at least 2/3 of the voting members at a General Meeting, on a person who has made a substantial contribution to the society.**

**3.4.2.Honorary life members of the society who are eligible for ordinary membership shall have all the rights of ordinary members.**

**3.4.3.Honorary life members of the society who are ineligible for ordinary membership shall have all the rights of associate members.**

### **3.5.Revocation and Rejection**

**3.5.1. A person may only have her/his membership to the society revoked, or membership application rejected, by the affirmative votes of at least 2/3 of the voting members at a General Meeting if at least 7 days' written notice of the intention to move a motion of revocation/rejection has been served on the person, and s/he has been given a reasonable opportunity to speak to the motion.**

**3.5.2. A person whose society membership has been revoked, or whose membership application has been rejected, may appeal to the C&S Executive by serving on it, within 14 days of the revocation/rejection, a written notice of appeal. The C&S Executive's decision on the matter shall be binding on the society.**

### **3.6. Membership Records**

**3.6.1. On request, the Secretary shall make available to any society member a list of all society members, containing only each member's name and membership type, and, where applicable, the last 3 digits of the each member's University student or staff number.**

**3.6.2. The Secretary shall ensure that the C&S Executive has an up-to-date copy of all society membership records at all times.**

**3.6.3. Except as prescribed in §3.6.1 - §3.6.2, the Secretary shall ensure that all membership records are kept strictly confidential, and that out-of-date membership records are destroyed.**

## **Part 4. The Committee**

### **4.1. Office Bearers**

**4.1.1. The society committee shall consist of the 10 society office bearers.**

**4.1.2. The society office bearers shall be the**

- i. President;
- ii. Vice President;
- iii. Treasurer;
- iv. Secretary;
- v. Education Officer
- vi. Social Secretary;
- vii. First Year Representative;
- viii. Second Year Representative; and
- ix. 3 Members Without Portfolio.

#### **4.1.3.The duties of the President shall be to**

- i. preside as chair over committee meetings and General Meetings;
- ii. attend meetings of the Club & Societies Council, vote in the interests of the society, and report outcomes to the committee;
- iii. co-ordinate the activities of the committee;
- iv. represent the society, and act as its spokesperson, to the Clubs & Societies Council, MSA, the University and other bodies, as appropriate;
- v. submit reports to committee meetings, as appropriate; and
- vi. submit an annual report to the AGM.

#### **4.1.4.The duties of the Vice President shall be to**

- i. attend committee meetings and General Meetings;
- ii. preside as chair over committee meetings and General Meetings, in the absence of the President;
- iii. assist the President in her/his duties;
- iv. perform the duties of the President if that office is vacant; and
- v. perform other duties, as the committee may resolve.

#### **4.1.5.The duties of the Treasurer shall be to**

- i. attend committee meetings and General Meetings;
- ii. keep the society's financial books in order, in accordance with the requirements of the Clubs & Societies Council;
- iii. prepare a society budget, at least annually;
- iv. collect and bank all income in the society's bank account;
- v. prepare the society's financial books for audit, semi-annually;
- vi. submit a financial report to the AGM; and
- vii. liaise with the Clubs & Societies Council on any financial requirements.

#### **4.1.6.The duties of the Secretary shall be to**

- i. attend committee meetings and General Meetings;
- ii. prepare agendas and minutes, and serve notice as prescribed, for General Meetings and committee meetings;
- iii. act as Returning Officer for society elections, as appropriate;
- iv. ensure that an up-to-date membership register is maintained;

- v. regularly check the society's mail box and electronic mail account, supplied by the Clubs & Societies Council, for incoming correspondence;
- vi. ensure that inwards and outwards correspondence for the society is handled correctly and in a timely manner; and
- vii. submit an annual report to the AGM.

**4.1.7. The duties of the Education Officer shall be to;**

- i. attend committee meetings and General Meetings;
- ii. Organise at least one careers seminar per year;
- iii. liaise with staff members of the school of biological sciences;
- iv. establish and maintain contact with external groups and organisations with relevance to the aims and objectives of the biological society; and
- v. establish and maintain contact with academic researchers both internal and external to Monash University with the interests of finding employment or volunteer opportunities for members.

**4.1.8. The duties of the Social Secretary shall be to**

- i. attend committee meetings and General Meetings;
- ii. assist in advertising society events;
- iii. organise Biological Society Annual dinners;
- iv. take responsibility for Annual Dinner Budgets;
- v. find venues for aforementioned Dinners;
- vi. publicise the Annual Dinner; and
- vii. arrange Annual Dinner advertisement.

**4.1.9. The duties of each Year Level Representative shall be to**

- i. attend committee meetings and General Meetings;
- ii. liaise between peers in that year level and the Committee;
- iii. assist in advertising society events; and
- iv. perform other duties as the committee may resolve.

**4.1.10. The duties of each Member Without Portfolio shall be to perform such duties as the committee may resolve.**

**4.1.11. A person shall be eligible to be President, Treasurer or Secretary, or be elected President, Treasurer or Secretary, if s/he is**

- i. an ordinary member of at least 5 days standing; and

- ii. enrolled in a course of study administered at the Clayton campus of the University.

**4.1.12. A person shall be eligible to hold, or be elected to, a committee position other than those listed in §4.1.11, if s/he is**

- i. an ordinary member of at least 5 days standing; and
- ii. enrolled in a course of study administered at an Australian campus of the University.

## **4.2. Election and Terms in Office**

**4.2.1. An election shall only be held during a General Meeting.**

**4.2.2. The Returning Officer shall be appointed by the committee at least 21 days' prior the date of the General Meeting at which the election is to be held.**

**4.2.3. The Secretary shall be appointed Returning Officer unless the committee resolves otherwise, or the Secretary self-disqualifies.**

**4.2.4. The Returning Officer must be a student at the time of appointment.**

**4.2.5. The Returning Officer shall not**

- i. be a candidate;
- ii. endorse a candidate; or
- iii. vote,  
in an election over which s/he presides.

**4.2.6. The Returning Officer shall serve a written notice of an election on all members, at least 14 days prior to the date of the General Meeting at which the election is to be held.**

**4.2.7. The committee shall be elected by plurality (“First past the post”) vote by show of hands, with candidates absent from the vote.**

**4.2.8. The annual election of President, Vice President, Secretary, and Treasurer shall be held at the AGM.**

**4.2.9. The annual election of Social Secretary, First Year Representative and Second Year Representative shall be held at the OGM in March of the following year.**

**4.2.10. A by-election for a position shall be held at an OGM or EGM if the person most recently elected to that position**

- i. has ceased to hold office prior to the ordinary conclusion of her/his term, in accordance with §4.2.17, prior to that meeting; or
- ii. will cease to hold office prior to the ordinary conclusion of her/his term, in accordance with §4.2.17, within 28 days of the date of that meeting.

**4.2.11. In the event that the office of the President, Vice President, Treasurer and/or Secretary is vacated prior to the conclusion of an ordinary term, an EGM shall be called within 5 calendar days and held within 26 calendar days of vacation to enable a by-election for the vacant position(s), unless an OGM or AGM will be held within the same period.**

**4.2.12. In the event that the office of the President, Vice President, Treasurer and/or Secretary remains vacant after an election, an EGM shall be called within 5 calendar days and held within 26 calendar days of that election to enable a by-election for the vacant position(s), unless an OGM or AGM will be held within the same period.**

**4.2.13. At any OGM and EGM, a by-election must be held for any vacant position(s).**

**4.2.14. The term of office for all committee members shall be 1 year from election.**

**4.2.15. No person shall fill more than one committee position.**

**4.2.16. A person elected a society office bearer at an OGM or EGM shall ordinarily hold office for a term commencing the day after that General Meeting, unless the position to which s/he was elected was not yet vacant on that day, in which case the term shall commence the day after the position is vacated. The ordinary term shall conclude on the day of the following AGM.**

**4.2.17. A society office bearer shall cease to hold office prior to the completion of her/his ordinary term if**

- i. s/he serves a written notice of resignation, specifying the date of cessation, on the committee;
- ii. s/he ceases to be a student;
- iii. s/he is absent, without apology, from any 3 consecutive committee meetings; or
- iv. s/he is removed from office in accordance with §4.2.18.

**4.2.18. A society office bearer may be removed from office by the affirmative votes of at least 2/3 of the voting members at a General Meeting, if 2 days' written notice of the intention to move a motion to remove the member has been served on the Secretary and/or the committee, and the office bearer has been given a reasonable opportunity to speak to the motion.**

### **4.3. Co-option**

**4.3.1. In the event that a society office bearer ceases to hold office prior to the conclusion of her/his ordinary term, or a position remains vacant after an election, the committee may co-opt a person to hold the vacant position, if that person would be eligible to be elected on the day of co-option.**

**4.3.2. A person co-opted as a society office bearer shall ordinarily hold office for a term commencing on the day of co-option and concluding on the day of the next General Meeting.**

### **4.4. Meetings**

**4.4.1. The Committee must meet at least once per calendar month during the academic semester at a place and time of the Committee's determination.**

**4.4.2. The Secretary shall serve at least 3 days' written notice and/or at least 24 hours' verbal notice of a committee meeting on all committee members.**

**4.4.3. Subject to, and in accordance with, §4.4.2, the Secretary**

- i. may convene a committee meeting whenever s/he deems it appropriate;
- ii. must convene a committee meeting whenever s/he receives a written request from the President to do so; and
- iii. must convene a committee meeting whenever s/he receives a written request from 2 committee members to do so.

**4.4.4. At a committee meeting**

- i. the President;
- ii. in the absence of the President, the Vice President; and
- iii. in the absence of both the President and the Vice President, a person elected by and from the committee members present,  
shall preside as chair.

**4.4.5. At a committee meeting, each committee member shall have a deliberative vote, except the chair, who shall have a casting vote.**

**4.4.6. A quorum for a committee meeting shall be 4 committee members, at least 1 of which must be the President, Vice President, Treasurer or Secretary.**

**4.4.7. If, within 20 minutes after the scheduled start of a committee meeting, a quorum is not achieved, the meeting shall**

- i. proceed as a committee of the whole, which must report its resolutions to the next quorate committee meeting for ratification before they take effect; or
- ii. if the chair so rules, stand adjourned to a place, time and day (at most 14 days later) specified by the chair at the time of adjournment.

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## **Part 5. General Meetings**

### **5.1. Notice and Agendas**

**5.1.1. The Secretary shall serve at least 14 calendar days public notice and written notice of a General Meeting on all society members. Stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.**

**5.1.2. The Secretary shall serve at least 21 calendar days public notice and written notice of a Special General Meeting on all society members. Stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.**

**5.1.3. A society member may request to have an item added to the agenda for a General Meeting by serving a written notice on the Secretary at least 2 calendar days prior to the day of the meeting.**

### **5.2. Annual General Meetings**

**5.2.1. An AGM shall be held in October of each year.**

**5.2.2. The business of an AGM shall include**

- i. reception of the annual reports of the society office bearers; and
- ii. election of the President, Vice President, Secretary and Treasurer.

### **5.3. Ordinary General Meetings**

**5.3.1. There shall be at least 2 OGMs each year, at least 1 of which must be held during the month of March in the first semester.**

### **5.4. Special General Meetings**

**5.4.1. An EGM shall be called**

- i. within 5 calendar days, of a signed petition of at least 10 per cent of ordinary members requesting one, being served on the committee, and must be held within 26 calendar days;
- ii. if the committee resolves to call one; or
- iii. if one must be called to hold a by-election.

**5.4.2. Where an EGM is not called as prescribed in §5.4.1, the C&S Executive may call one.**

## **5.5. Conduct of General Meetings**

**5.5.1. A General Meeting shall only be held on an academic day.**

### **5.5.2. At a General Meeting**

- i. the President;
- ii. in the absence of the President, the Vice President; and
- iii. in the absence of both the President and the Vice President, a committee member nominated by the President by signed notice to the Secretary shall preside as chair.

**5.5.3. At a General Meeting, each ordinary member of at least 5 days' standing shall have a deliberative vote, except the chair, who shall have a casting vote.**

**5.5.4. A quorum for a General Meeting shall be 15 ordinary members, or 10 per cent of ordinary members, whichever is greater.**

**5.5.5. If, within 20 minutes after the scheduled start of a General Meeting, a quorum is not achieved, the meeting shall**

- i. proceed as a committee of the whole, which must report its resolutions to the next quorate General Meeting for ratification before they take effect; or
- ii. if the chair so rules, stand adjourned to a place, time and day (at least 7 and at most 14 days later) specified by the chair at the time of adjournment.

## **Part 6.Sub-committees**

**6.1.1.The committee may delegate any of its powers to sub-committees as it sees fit.**

**6.1.2.Sub-committees shall be responsible to the committee.**

**6.1.3.Sub-committees may be dissolved with a resolution from the committee.**

**6.1.4.All sections of this constitution shall be binding on sub-committees.**

## **Part 7.Assets**

### **7.1.Clubs & Societies Council**

**7.1.1.All society assets are the property of the Clubs & Societies Council.**

**7.1.2.Tangible assets may not be disposed of through resale, donation, transfer or by any other means, without prior approval of the C&S Executive.**

**7.1.3.Unless otherwise approved by the C&S Executive, all physical assets must be stored on the Clayton campus of the University.**