

ADELAIDE UNIVERSITY SCIENCE ASSOCIATION

1. GENERAL REGULATIONS.

1.1 DEFINITIONS.

- 1.1.1 A "current convenor" of a function shall mean a person who has been elected as the convenor of a function and has not yet presented, or been absolved from presenting the final report of that function.
- 1.1.2 Within these regulations, "Council" shall mean the set of all persons who are Members of the Committee, officers of the Association, Officers of the Committee, or current Convenors.
- 1.1.3 Within these regulations, "officer" shall mean a person elected, or otherwise appointed, by the Committee to some administrative or organizational position.

1.2 COUNCIL MEMBERS.

- 1.2.1 All council members shall have a copy of, and knowledge of:
- 1.2.1 (i) Constitution.
 - 1.2.1 (ii) Standing orders.
 - 1.2.1 (iii) Regulations.
 - 1.2.1 (iv) List of Committee members of the Association, Officers of the Association and Officers of the Committee.
- 1.2.2 All council members are expected to read the noticeboard once a day.
- 1.2.3 All council members' expenses of greater than fifty cents (50¢) shall be presented to the Treasurer with an itemized list of expenses and receipts before each Committee meeting and shall not be paid unless passed for payment by the Committee Meeting.

1.3 COMMITTEE MEETINGS.

- 1.3.1 The Secretary shall give notice of all ordinary Committee Meetings at least seven (7) days prior to the meeting by:-
- 1.3.1 (i) Placing a notice to such effect prominently on the noticeboard.
 - 1.3.1 (ii) Posting or otherwise giving to each Council member the Agenda or proposed Agenda for such meeting.
- 1.3.2 Extraordinary Committee Meetings shall be called by the Secretary on the occurrence of any of the following:-
- 1.3.2 (i) A request by the President.
 - 1.3.2 (ii) Receipt by the Secretary of a written request by three (3) Committee Members.
- 1.3.3 The Secretary shall give notice of all extraordinary Committee Meetings at least three (3) academic days prior to the meeting by:
- 1.3.3 (i) Placing a notice to such effect prominently on the noticeboard
 - 1.3.3 (ii) Posting or otherwise giving to each Council Member the Agenda or proposed Agenda for such meeting:
- 1.3.4 The Returning Officer for all elections by the Committee shall be the Vice-President. If the Vice-President is absent, or is a candidate for the position, the Committee shall appoint a Returning Officer in his stead.

1.4 EXPENDITURE.

- 1.4.1 Routine expenditure shall be reported to the Committee at regular meetings.
- 1.4.2 All other expenditure shall be first approved by the Committee.

1.5 STANDING COMMITTEES.

- 1.5.1 At the first meeting after taking office, the Committee shall elect the requisite numbers to the following Standing Committees from the members of the Association.
- 1.5.1 (i) Five (5) members to the Adelaide University Book Exchange.
- (ii) Three (3) members of the Bulletin Standing Committee, such that two (2) members of the Standing Committee are first year students at the time of election.
- (iii) Four (4) members to the Finance Advisory Standing Committee.
- 1.5.2 The above Standing Committees shall be subject to the regulations.
- 1.5.3 The Chair of each Standing Committee or his/her delegate shall present a report to each ordinary Committee meeting.
- 1.5.4 Any Committee decision affecting a Standing Committee shall be communicated to the Chair of the Standing Committee by the Secretary of the Association.

1.6 OFFICERS.

- 1.6.1 At the first meeting after taking office, the Committee shall elect from among the members of the Association:-
- 1.6.1 (i) Publicity Officer.
- (ii) Bulletin Editor.
- (iii) Talks Officer.
- (iv) Films Officer.
- (v) Stunts Officer.
- (vi) Record Officer.
- (v) Loyal Leader of the Official Opposition.
- 1.6.2 No person may occupy more than three (3) positions as any of Officer, Committee Member, or Standing Committee member of the Association.
- 1.6.3 At least five (5) weeks before the proposed date of the A.G.M., the Committee shall elect from among themselves, a Member to act as Returning Officer for the purpose of conducting the election at the Annual General Meeting.
- The Returning Officer shall not be a candidate for the election and shall act under the direction of the Executive.
- 1.6.4 Each Officer shall present a report to each ordinary Committee meeting.
- 1.6.5 An Officer shall cease to be an Officer upon occurrence of any of the following:-
- 1.6.5 (i) Acceptance by the Committee of a written notice of resignation signed by such an Officer.
- (ii) Upon ceasing to be a member of the Association.

1.7 CONVENORS.

- 1.7.1 The Committee shall elect from among the members of the Association a convenor or convenors for each function.
- 1.7.2 The Convenor(s) of a function shall consult relevant records of the previous years.
- 1.7.3 The Convenor(s) of a function shall formulate a budget in consultation with the Treasurer, before the function.
- 1.7.4 The Convenor(s) of a function shall decide on the method of sale of tickets in compliance with the wishes of the Committee.
- 1.7.5 The Convenor(s) of each function shall present a final written report.

1.7.6 A Convenor shall cease to be a Convenor upon the occurrence of either of the following:-

- 1.7.6 (i) Upon acceptance by the Committee of the final report for that function.
- (ii) Upon receipt by the Secretary of a written letter of resignation signed by such a convenor.
- (iii) Upon ceasing to be a member of the Association.

1.7.7 Any Convenor who ceases prematurely to convene a function must present a statement of his/her activities to the date of his/her resignation.

1.8 FUNCTIONS.

1.8.1 All Convenors shall abide by the Budget as drawn up under Clause 1.7.3

1.8.2 The Convenor(s) of a function shall inform the Publicity Officer of all the details of the function required for effective advertising at least three (3) weeks before the function.

1.8.3 If the provisions of the previous clause have been complied with, the Publicity Officer shall be ultimately responsible for the publicity of the function, otherwise the Convenor.

1.9 BULLETIN.

1.9.1 The Committee shall, through the Bulletin Standing Committee, cause to be published a periodical to be known as the "Science Bulletin". The Science Bulletin shall be published at least twice per term. The Science Bulletin shall be funded from the general funds of the Association.

1.9.2 Any reference pertaining to policy, finance or opinion of the Association shall be subject to the approval of the Committee of the Association prior to publication.

1.9.3 The Committee may direct that any item related to the policy of activities of the Association shall be published in the Science Bulletin. The Editor may, at his own discretion, disclaim the contents of each article as his own opinion.

1.9.4 It is the responsibility of all Committee members to assist in the collating, stapling and addressing of the Bulletin.

1.10 A.G.M.

1.10.1 The Committee shall elect from among themselves a Member to act as Returning Officer for the purpose of conducting elections at the Annual General Meeting. The Returning Officer shall not be a candidate for election and shall act under the direction of the Executive. He shall appoint his own scrutineers none of whom shall be candidates for election.

1.10.2 Elections of members of the Committee shall be conducted by the Returning Officer in accordance with Section 14 of the Constitution and these regulations.

1.10.3 The Returning Officer shall call for nominations at least fourteen (14) days before the elections by means of suitable notices of the Science Association noticeboard, and included in the notice of the A.G.M. as posted in accordance with clause 14.6 of the Constitution.

- 1.10.4 All nominations shall be in writing, proposed and seconded by persons eligible to vote in the election for which the candidate is nominated, and shall be signed by the candidate.
- 1.10.5 Notwithstanding clause 10.4 a person who has been a candidate for election to an Executive position, will, if not elected to the Executive, be nominated as an ordinary Committee Member.

Adopted by the 88th Committee, 14/6/78.