Adelaide University Science Association

Vera in omnibus quaerere

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 functon and has not yet presented, or been absolved from presenting the final report for that function.

1.1.2. Within these regulations. "Council" shall mean the set of all persons who are Members of the committee, General Council Members, or Current Convenors.

1.2 COUNCIL MEMBERS

1.2.1. All council members shall have a copy of, and knowledge of:
  (1)   Constitution
  (2)   Standing Orders
  (3)   Regulations
  (4)   List of Committee members of the association. Officers of the Association and Officers of the Committee.

1.2.2.. Any council member's expense incurred of greater then one dollar ($1) may be presented to the Treasurer with an itemized list of expenses and receipts at any stage during the term of office. Decision to pay the accumulated expenses is the responsibility of the Treasurer and the current President.

1.3 COMMITTEE MEETINGS

1.3.1. The Secretary shall give notice of all odinary Committe Meetings at least seven (7) days prior to the meeting by:-
  (1)   Placing a notice to such effect in a prominent place on the University grounds.
  (2)   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)   A request of the president.
  (2)   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) days prior to the meeting by:-
  (1)   Placing a notice to such effect in a prominant place on University grounds.
  (2)   Posting or otherwise giving to each Council Member the Agenda or proposed Agenda for such meeting.

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1.3.4.   The Returning Officer for all elections by the Committee shall be the Vice-President. If it occurs that 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 first be approved by the Treasurer, Assistant-Treasurer, and the President.

1.5 STANDING COMITTEES

1.5.1.   At the Annual General Meeting, the members of the association shall elect from those present, three (3) members to the Adelaide University Science Association Book Swap standing committee.

1.5.2.   The aforementioned standing committee shall be subject to the regulations of the Adelaide University Science Association.

1.5.3.   The newly elected President shall chair this Standing Committee, and that the Vice-President will work as part of the Book Swap Committee, or chair the committee in absence of the President.

1.5.4.   The said elected Committee Members will be responsible for the operating, running and organization of the Adalaide University Science Association Book Swap.

1.5.5.   The Standing Committee for the Adalaide University Science Association Book Swap may, at their discretion, nominate no more than five (5) Science Association Members for free admission to the Annual Dinner on the basis of exemplary effort, working on the aforesaid Bookswap. This benefit shall be non-redeemable and non transferable.

1.6 GENERAL COUNCIL MEETINGS

1.6.1.   At the first meeting in the new calendar year after taking office, the Committee shall elect from among the members of the Association such Council Members to fill the following positions:-
             (1) Bulletin Editor
             (2) Records Member

1.6.2.   No person may occupy more than three (3) positions as any of General Council Member, Committee Member, or Standing Committee Member of the association.

1.6.3.   At least five (5) weeks before the proposed dates of the A.G.M., the Committee shall elect from among themselves, a Member to act as Returning Officer for the purpose of the 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 General Council Member shall present a report to each ordinary Committee meeting, as deemed necessary.

1.6.5. A General Council Member shall cease to be same upon occurrence of any of the following:-
    (1)   Acceptance by the Committee of a written notice of resignation signed by such a Council Member.
    (2)   Upon ceasing to be a member of the Association.

1.7 CONVENORS

1.7.1. The General Body of Members of the Association shall elect from among themselves a convenor, or convenors for each function.

1.7.2. The Convenor(s) of a function shall consult relevant records of the previous year.

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 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 occurence of either of the following:-
    (1)   Upon acceptance by the Committee of the final report for that function.
    (2)   Upon receipt by the Secretary of a written letter of resignation signed by such a convenor.
    (3)   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 functions.

1.8.3. If the provisions of the previous clause have been complied with, the publicity Committee Member(s) shall be ultimately responsible for the publicity of the function, otherwise the Convenor.