Adelaide University Student Association Inc

Registered Club Constitution

Adelaide University Sciences Association

March 2026

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Date of adoption by club	19/03/2026
Date of registration with AUSA	30/03/2026

1. Introductory provisions

1.1. Definitions

1.1.1. In this constitution:

i. **AUSA** means Adelaide University Student Association;

ii. **calendar day** means any day in a month, including weekdays, weekends and public holidays;

iii. **club** means the Adelaide University Sciences Association;

iv. **committee** means the committee of management of the club;

v. **general meeting** means a general meeting of members convened in accordance with this constitution;

vi. **member** means a person who has been accepted as a member of the club in accordance with this constitution;

vii. **registered / registered club** means a club registered with AUSA in accordance with clause 1.3 of this constitution;

viii. **special resolution** means a resolution carried by at least 75% of eligible voting members who are present and voting at a general meeting;

ix. **University** means Adelaide University.

1.2. Name

1.2.1. The name of the registered club is the 'Adelaide University Sciences Association' denoted by the acronym 'AUScA'

1.3. Registration

1.3.1. The club is registered with AUSA, subject to compliance with all conditions of registration as determined by AUSA.

1.3.2. The club may be required to apply for re-registration with AUSA in line with the AUSA constitution, regulations and policies.

1.3.3. The club may only register, affiliate or engage in sponsorship agreements with other bodies, with the express written approval of AUSA.

1.4. Interpretation

1.4.1. AUSA has the authority to interpret the meaning of this constitution and any matter relating to the club on which the constitution is silent.

2. Objects

2.1. Objects

2.1.1. The objects of the club are to:

i. To provide a network for all science students, regardless of discipline, to engage with each other both socially and academically.
ii. To organise social events for all science students and students with interest in science, regardless of discipline, to enhance their experience at university.
iii. To work with the colleges to provide a unique, positive, and memorable experience to all science students, regardless of discipline.
iv. To represent the ideals of all science students, regardless of discipline, and provide an active voice for the opinions of science students to the colleges and the University.
v. To encourage all science students, regardless of discipline, to achieve their academic goals by providing an adequate system of support
vi. To provide a forum for all students, regardless of discipline, to explore the rich diversity of the fields of sciences and to work with the community to provide a rich insight into the world of science.
vii. To encourage trans-disciplinary study, and to promote a diversity of knowledge to all students.
viii. To draw interest of a wider community into the fields of science.

2.1.2. do such things as are incidental or conducive to the attainment of any or all of these objects.

3. Membership

3.1. Classes of members

3.1.1. All members must provide consent to being a member, support the objects of the club and abide by the club's constitution, any bylaws, policies and all conditions of registration with AUSA.

3.1.2. Membership is open to all interested people in accordance with the following classes of membership:

i. student members:

i. student members are those who are currently enrolled as students of the University, including both undergraduate and postgraduate students;

ii. student members are entitled to vote at general meetings of the club;

iii. student members are eligible for election to the committee.

ii. external members:

i. external members are those who are not currently enrolled as students of the University;

ii. external members are entitled to vote at general meetings of the club;

iii. external members are not eligible for election to the committee.

iii. Life Members

i. Those upon whom the Club has conferred Life Membership in appreciation of services rendered to the Club;

ii. Such membership can only be recommended by the Committee and confirmed at a general meetings of the club;

iii. Life members may vote at a general meetings of the club

3.1.3. There must be at least 10 student members.

3.1.4. Subject to 3.1.3 membership numbers in all classes are unlimited, provided that student members must account for at least 70% of club members.

3.1.5. The club may only deny membership if the effect of acceptance would result in the proportion of student members falling below the limit specified in clause 3.1.4.

3.2. Register of members

3.2.1. The committee must keep a register of members. In accordance with privacy and confidentiality considerations, the register of members may be used solely to further the objects of the club.

3.3. Resignation, removal or suspension of a member

3.3.1. A member may resign from the club by giving a written notice of resignation to the secretary.

3.3.2. A member may have their membership terminated or suspended by special resolution of a general meeting after notification of the motion has been provided to AUSA, if the member:

i. fails to comply with any of the provisions of this constitution or applicable; or

ii. is convicted of an indictable offence; or

iii. conducts themselves in a way considered by the committee or AUSA to be injurious or prejudicial to the character or interests of the club, AUSA, or the University.

3.3.3. A member whose membership has been terminated or suspended, may appeal the decision on terms approved by AUSA.

4. The committee

4.1. Membership of committee

4.1.1. The committee must have at least three members.

4.1.2. All members of the committee must be student members.

4.1.3. The committee consists of the following roles:

i. the Executive, the members of which shall be:
- the President who shall chair all meetings at which the President is present and act as the spokesperson for the Club;
- the Vice-President(s) who shall fulfil the responsibilities of the President if the President is unable to;
- the Secretary; who shall be responsible for minuting all meetings of the Club and maintaining the membership and other records of the Club;
- the Treasurer; who shall be responsible for maintaining the financial accounts and records of the Club; and
- the Events Officer; who shall be responsible for the organisation and oversight of all events;
- the Executive advisor; who must have previously been elected to the committee for a minimum of 2 years and held an executive role for a minimum of 1 year, so that they have the experience to provide guidance and assistance to the executive in all roles

ii. Social Media Manager; who shall oversee, support and participate in the roles of the Communication Officer and Website Officer, such that the three roles are responsible for:
    - Upkeep of online presence and communication of events and other relevant information to members via platforms including but not limited to club emails, website, Facebook, LinkedIn and Instagram.
    - Maintaining the Club website with up-to-date information of the club, committee and events
    - Ensuring that questions or comments sent by club members via any of the before listed platforms are responded to, or brought the attention of relevant committee members for response.
iii. Graphics Design Officer; who shall be responsible for designing the graphics for events and marketing;
iv. Outreach Officer; Who shall be responsible for maintaining relationships between relevant university schools or colleges and the club, coordinating donation requests for events, seeking sponsorship from businesses and making connections with people or organisations relevant to club events;
v. No more than four Year-Level Representatives, comprised of one representative from each of the following levels of study:
    - First Year (undergraduate)
    - Second Year (undergraduate)
    - Third Year (undergraduate)
    - Honours/Postgraduate,
vi. Provided that
    - for each of the First, Second and Third Year representative, the person must intend on enrolling in and undertaking at least 6 units of undergraduate study at Adelaide University at the applicable level as at the time of the AGM; and
    - for the position of Honours/Postgraduate representative, the person must intend on enrolling in and undertaking an Honours/Postgraduate program at Adelaide University as at the time of the AGM.
vii. and such number of General Members so that the total number of Committee Members does not exceed twenty two.

4.1.4. Each committee member is entitled to vote at any meeting of the Committee

4.1.5. A committee member must exercise their powers and discharge their duties in good faith, in the best interests of the club for proper purpose and with a degree of care and diligence that a reasonable person would exercise in the circumstances.

4.1.6. The term of office for committee members is one year.

4.1.7. At each Annual General Meeting of the club, all committee members must retire from office, but may be nominated for re-election, subject to eligibility.

4.2. Functions of committee

4.2.1. The committee must take all reasonable steps to ensure that the club complies with its obligations under this constitution and any additional conditions of registration with AUSA or the University.

4.2.2. Subject to this constitution, the committee has the general control and management of the administration of the affairs, property and funds of the club.

4.3. Electing the committee

4.3.1. Members of the committee shall be elected as follows:

i. The Executive Committee shall be chosen at the Annual General Meeting by secret ballot for a term of one year.

ii. each member present and entitled to vote at the Annual General Meeting may vote for one candidate for each vacant position on the committee;

iii. if there is only one candidate for a position, the candidate shall be elected unopposed;

iv. Nominations for a committee position may be taken from the floor of the meeting regardless of the number of nominations take prior to the start of the meeting

4.3.2. A person may be a candidate only if the person is:

i. a current student member; and

ii. eligible to be elected in accordance with this constitution.

iii. A returning officer who is not a candidate in the election may be appointed to oversee nominations, voting and counting of votes in accordance with this constitution.

4.4. Resignation or removal of committee member

4.4.1. A committee member shall vacate office if that committee member:

i. ceases to be a student member;

ii. resigns from the committee by giving written notice of resignation to the secretary (or the president in the case of the secretary); or

iii. is removed by the committee or by the members at a general meeting for:

i. failure to perform their duties as per clause 4.1.4; or

ii. failure to comply with any of the provisions of this constitution.

4.4.2. If a committee member resigns or is removed from office, the continuing members of the committee may hold an election at a general meeting or appoint another eligible student member to fill the vacancy for the remainder of the term for that position.

4.5. Committee meetings

4.5.1. Subject to this clause, the committee may meet and conduct its proceedings as it considers appropriate, provided that the committee must meet at least four times per year.

4.5.2. The committee must decide how a meeting is to be called and how notice of the meeting is to be given.

4.5.3. The committee may hold meetings or permit a committee member to take part in its meetings, by using any technology that reasonably allows each member to be adequately identified and to take part in discussions as they happen.

4.5.4. A committee member who participates in a meeting as mentioned in clause 4.5.3 is taken to be present at the meeting.

4.5.5. The treasurer must table a financial report at each committee meeting.

4.5.6. The quorum for a committee meeting is more than half of the members of the committee.

4.5.7. Any matter to be decided at a committee meeting is to be decided by a majority vote of committee members present and voting.

4.5.8. The president will preside as chairperson at a committee meeting if there is no president the committee members may choose

another committee member to preside as chairperson at the meeting.

4.5.9. The secretary must take minutes.

5. Meetings of members

5.1. Annual General Meetings

5.1.1. The club's Annual General Meeting must be held between the 1st of October and the 31st of March.

5.1.2. Minutes from the meeting must be submitted between the 1st of November and 31st of March.

5.1.3. The following business must be conducted at each Annual General Meeting of the club:

i. presentation of the club's annual financial statement;

ii. presentation of reports from committee members;

iii. election of committee members;

iv. any other business of which notice has been given.

5.2. General meetings

5.2.1. A general meeting must be called within 14 calendar days after:

i. the committee decides to call a general meeting; or

ii. being given a written request signed by no less than 33% of the total number of members who are entitled to vote at general meetings.

5.2.2. A request mentioned in clause 5.2.1.b must state any proposed resolution to be considered at the general meeting.

5.2.3. Notice of a general meeting must be in writing and made available to members at least 14 calendar days before the date of the general meeting and must specify the date, time and place of the meeting.

5.2.4. The quorum for a general meeting is equal to half the number of filled members on the committee, plus one.

5.2.5. Any matter to be decided at a general meeting is to be decided by a majority vote of members present and voting and, if the votes are equal, the question is decided so as to maintain the status quo.

5.2.6. The president is to preside as chairperson at a general meeting. If there is no president or if the president is not present within 30 minutes after the time fixed for a committee meeting or is unwilling to act as chairperson, the members may choose another person to preside as chairperson at the meeting. If a returning officer has been appointed, they may chair the part of a general meeting relating to the election of committee members.

5.2.7. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are accurately recorded in a manner determined by AUSA.

5.2.8. General meeting minutes must be submitted to AUSA within 14 calendar days of each general meeting.

6. Finance

6.1. Fees

6.1.1. The membership fee for each class of membership is:

i. the amount decided by the committee; and

ii. payable upon application for membership.

6.2. Funds and accounts

6.2.1. The funds of the club must be managed through a financial structure approved by AUSA, which may include an AUSA-managed ledger account or a club-operated bank account at an AUSA-approved financial institution.

6.2.2. All club expenditure must be approved or ratified by the committee.

6.2.3. All financial transactions require the authorisation or signature of two members of the committee.

6.2.4. All money received by the club in any format must be recorded in the club's financial records.

6.2.5. Any receipts issued by the club must only be issued by authorised members of the committee.

6.2.6. The financial records of the club shall be available for inspection by AUSA at all times.

6.3. Annual financial statement

6.3.1. On behalf of the committee, the treasurer must, as soon as possible after the end date of each financial year, ensure an annual financial statement is prepared.

6.3.2. The committee must ensure that the club's financial statement is presented to the Annual General Meeting.

6.4. Financial year

6.4.1. The club's financial year will commence on 1 July and end on 30 June in each year.

6.5. Not-for-profit

6.5.1. The club's income and property must only be used to achieve its objects.

6.5.2. Members cannot receive profit from the club, provided that the club may make payments in good faith for:

i. services provided to the club; or

ii. reimbursement of out-of-pocket expenses.

7. Documents and legal

7.1. Documents

7.1.1. The committee must ensure the safe custody of books and documents.

7.2. Asset register

7.2.1. Upon registration, the club shall provide an asset register to AUSA.

7.2.2. An updated copy of the club's asset register must be provided to AUSA at least annually.

7.3. Amendment of constitution

7.3.1. This constitution may only be amended by:

i. the committee submitting any proposed amendments to AUSA for approval;

ii. receipt of written approval of the proposed amendments from AUSA;

iii. the passing of a special resolution, provided that written notice of intention to amend the constitution must be made available to all members at least seven calendar days prior to the general meeting at which such amendment will be considered; and

iv. lodgement of the amended constitution with AUSA for registration within 28 calendar days of the special resolution being passed.

8. Dissolution

8.1. Dissolution and deregistration

8.1.1. The club may be dissolved and cease to be registered with AUSA if:

i. the number of student members falls below 10;

ii. student members account for less than 70% of club members;

iii. AUSA deregisters the club in accordance with its constitution, any regulation or policy;

iv. the club fails to comply with any regulation or policy of the University; or

v. a vote to dissolve the club is passed by special resolution at a general meeting.

8.2. Distribution of surplus assets

8.2.1. In the event of the club being dissolved, any surplus assets shall, after payment of all expenses and liabilities, become the property of AUSA.