

AUScA Meeting

17/5/16

Clubs Board Room

CONTENTS

1. Welcome	2
1.1 Attendance	2
1.2 Apologies	2
2. Ball	2
2.1 Seating Configuration	2
2.2 Ticket Update	2
2.2 Music Update	2
2.3 Schedule	2
Dinner	3
Misc.	3
3. Semester 1 BBQ and Clubsland Feedback	3
4. May the 4th Movie Night	3
5. Faculty of Science Collaboration	3
5.1 0 Week Semester Two	4
5.2 Time Capsule	4
5.3 Magazine	4
6. Pub Crawl	4
7. Ausca Merchandise	4
8. Bake Sale	4
11. Ausca Constitution	5
12. Appendix	5

1. WELCOME

1.1 ATTENDANCE

Urwah Nawaz, Emi Shutz, Catisha Coburn, Lauren Fuge, Joshua Chey, Taylor Thomson-Carusa, Karl Asmussen, Brittany Howell, Nibir Chowdury, Kirsten Smith, Declan Price-Brooks, Michael Capoccia, Jason Olivier, Ben Geytenbeek.

1.2 APOLOGIES

Kimberly McLean

2. BALL

2.1 SEATING CONFIGURATION

The ball has two different seating options; long tables or round tables. While the committee prefers long tables, due to the number of guests (160) this seating configuration will not be sufficient. Another option would be to have a combination of tables. Seating configurations will be confirmed on Monday after the number of guests is finalized.

2.2 TICKET UPDATE

Currently, 137 tickets have been sold, with another 30 academic tickets available, although it is unlikely that this number will be sold as this is the last week for academics to buy tickets. The committee has begun inviting those on the wait list to also buy tickets at \$100 per person. Tickets will stop being sold on Monday in order to finalise seating configuration.

A cap of 160 guests has been decided on, as this is the maximum capacity of the formal seating area. A greater number of guests would mean losing the dance floor.

2.2 MUSIC UPDATE

Urwah is to meet up with the DJ that has been hired to discuss the specifics during the week prior to the ball. The committee has no current preferences for where he sets up, or any other specifics he may ask.

The string quartet will play from 6:30 to 8:30pm, stopping prior to Velta's speech.

Urwah is to confirm with Kim that both the DJ and the band have been paid.

String quartets

6:30 to 8:30

Ben, Jason, Brittany final speech

2.3 SCHEDULE

6:30 String Quartet starts

7:00 pre drinks

7:30 Official start

8:00 Entre

8:30 String Quarter starts, Velta's speech

9:00 Dinner

The rest of the evening has not been finalised. Ben Jason and Brittany, as the past presidents of AUScA since its revival, will be giving a speech after dinner.

DINNER

Entre: Butternut Pumpkin, Ricotta and Sage Raviolo

Main: Atlantic Salmon Fillet and Chargrilled Fillet of Beef

Dessert: Steamed Dark Chocolate Pudding

MISC.

A suit rental shop, Peter Shearer's in Rundle Mall, has offered a discount to those hiring a suit for the ball. This will be posted on Facebook.

Table decorations were considered, but due to budget constraints the committee has decided to forgo them.

3. SEMESTER 1 BBQ AND CLUBSLAND FEEDBACK

The Semester 1 BBQ experienced some issues this year, mainly due to lack of experience of the people running it. These included:

- Not being able to find the Geology BBQ
- Buying too much meat, capsicum and bread (for the first time recorded)
- Competing with the Godless Society which was in a better location for 'walk-bys'
- The BBQ was arguably closed too early

It was suggested that next time, setting up should start earlier and the barbeque should run for longer. The geology eskies should also be booked. The next committee should also consider having the BBQ in term 1 of Semester 1, when the weather is better, however due to committee lag this may not be the better time.

Clubsland had poor membership sales, most likely due the time of semester. In future years, if Clubsland is on at this time, the Ausca committee must consider if it is worth participating in the event.

4. MAY THE 4TH MOVIE NIGHT

The May the 4th Movie night was a success, especially since no other club has organised a star wars themed event on May 4th. Next year, as well as having a movie night on the 4th, a star wars themed quiz night will also be held on the 5th. This will be organised on top of the regular semester 2 quiz night. For this quiz night, it was suggested that we could also hire people dressed as "Storm Troopers" from 501st.

5. FACULTY OF SCIENCE COLLABORATION

The Faculty of Science has asked Ausca to run their Peer Mentoring program for first years. This runs from week 1 to week 6 of the first semester. This was discussed at length. While there are many pros to running the peer mentoring program, including higher engagement with first years for the first four weeks that will increase membership and involvement in the committee, and will possibly including funding from the faculty of science, it is a big commitment to make for future committees.

It was agreed that before any agreement can be made, a more formal proposal including greater detail is needed from the Faculty of Sciences. Brittany will arrange another meeting with the Faculty of Sciences to discuss this.

5.1 0 WEEK SEMESTER TWO

Due to the upcoming ball, 0 Week Semester 2 will be discussed in more detail in a later meeting.

5.2 TIME CAPSULE

We will need to ask the Faculty of Science for assistance with the time capsule. Brittany will mention this at the next meeting with them.

For the time capsule, documents from the archive will be copied and added, as well as current documents. The Adelaide University Archives have replied to our previous email, and Karl, Declan, Nibir and Urwah have volunteered to go and look through the archives and report back to the committee with their findings.

5.3 MAGAZINE

Brittany has had a meeting with the Faculty of Science regarding our idea for a first year magazine, which they are enthusiastic about. They have asked for a more formal proposal, which Brittany will collaborate with the magazine sub committee to produce.

6. PUB CRAWL

Our proposed new supplier is based in India, and this means that in order to have the shirts in time for Semester 2 Pub Crawl in week 6, we will need to order first and then sell the shirts to the public. While this is feasible, the sub committee will need to decide whether we want to change supplier in order to have cheaper and high quality shirts. Other options include keeping the same supplier (which is more expensive and means a lower profit margin) or changing to a different Adelaide based supplier (which has cheaper shirts but lower quality with fewer colours).

7. AUSCA MERCHANDISE

The same supplier that produces the Adelaide University General Store merchandise will make Ausca merchandise.

8. BAKE SALE

A bake sale is being considered for next semester in order to subsidise ball costs. Based on the experience of other clubs who run bake sales, baked goods and other supplies would be donated by members in order to lower the running cost. A proposed name for the bake sale would be the Baking Laboratory, and it was suggested that the committee could wear lab coats while working on the stall.

11. AUSCA CONSTITUTION

During the meeting, a revised constitution was proposed and edited (see Appendix).

A sub-committee has been formed and consists of Ben, Brittany, Declan, Jason and Urwah. This sub-committee will work out the specifics of the revised constitution and present a draft to the committee upon completion.

12. APPENDIX

Below is a draft of the Ausca Constitution.

CONSTITUTION OF THE ADELAIDE UNIVERSITY SCIENCES ASSOCIATION

DRAFT as at 15/05/2016 11:03 PM

CONTENTS

1. Name.....	6
2. Definitions.....	6
3. Objects or purposes of the association.....	7
4. Affiliation.....	7
5. Membership.....	7
5.2 Subscriptions.....	8
5.3 Resignations.....	8
5.4 Expulsion of a member.....	8
5.5 Register of members.....	8
6. The Committee.....	8
6.1 Powers and duties.....	8
6.2 Membership of the Committee.....	9

6.3 Proceedings of Meetings.....	10
6.4 Disqualification of committee members.....	10
7. General meetings	10
7.1 Annual general meetings	10
7.2 Special general meeting.....	10
7.3 Notice of general meetings	10
7.4 Proceedings at general meetings	11
7.5 Voting at general meetings.....	11
7.6 Elections at general meetings.....	11
8. Minutes.....	11
9. Dispute resolution.....	12
10. Financial reporting.....	12
11. Prohibition against securing profits for members	12
12. Winding up	12
13. Application of surplus assets.....	12
14. Constitution.....	12

1. NAME

The name of the unincorporated association is the Adelaide University Sciences Association, referred to herein as ‘the association’.

2. DEFINITIONS

‘Committee’ means the committee referred to in clause 6.2

‘Executive’ means the executive referred to in clause 6.2

‘General meeting’ means a general meeting of members of the association convened in accordance with these rules

‘Member’ means a member of the association

‘Special resolution’ means a resolution of which every member has received seven days notice

‘Month’ shall mean a calendar month.

‘AUU’ means the Adelaide University Union

'University' means the University of Adelaide

'Faculty' means the Faculty of Sciences

'Constitution' means this document

'GM' means any properly convened AGM or SGM of the association

'AGM' means the Annual General Meeting of the Club

'SGM' means a Special General Meeting of the Club

3. OBJECTS OR PURPOSES OF THE ASSOCIATION

The objects of the association are

- a. To provide a network for all science students, regardless of discipline, to engage with each other both socially and academically.
- b. To organise social events for all science students and students with interest in science, regardless of discipline, to enhance their experience at university.
- c. To work with the Faculty to provide a unique, positive, and memorable experience to all science students, regardless of discipline.
- d. To represent the ideals of all science students, regardless of discipline, and provide an active voice for the opinions of science students to the Faculty and the University.
- e. To encourage all science students, regardless of discipline, to achieve their academic goals by providing an adequate system of support
- f. 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.
- g. To encourage trans-disciplinary study, and to promote a diversity of knowledge to all students.
- h. To draw interest of a wider community into the fields of science.

4. AFFILIATION

The association shall be affiliated with

- a. the AUU

5. MEMBERSHIP

5.1. A person is only a member of the Club if they have complied with the terms of membership set by the Club at any GM from time to time.

5.2. The following categories of membership exist and a member can only belong to one category of membership.

- a. Ordinary Members: Individuals who have been accepted, as a member, as such. Ordinary members may vote at a GM.
- b. Life Members:
 - i. Those upon whom the Club has conferred Life Membership in appreciation of services rendered to the Club; and
 - ii. Such membership can may only be recommended by the Committee and confirmed at a GM.
 - iii. Life members may vote at a GM.

5.1 Application for ordinary membership

- a. Any person who supports the objects of the association and agrees to be bound by its rules may apply for membership of the association.
- b. The application for membership shall be made by filling in a form, as determined by the Committee of the day.
- c. Upon the acceptance of the application by the Committee and upon payment of the first annual subscription, the applicant shall be a member of the association.

5.2 SUBSCRIPTIONS

- a. The subscription fees for membership shall be five dollars per annum.
- b. The subscription fees shall be payable annually, with membership due annually between the 28th of February and 28th of May.
- c. Any member whose subscription is outstanding after the due date for payment shall cease to be a member of the association.
- d. Life members are exempt from membership fees

5.3 RESIGNATIONS

A member may resign from membership of the association by giving written notice to the committee. Any resigning member shall be liable for any outstanding subscriptions which may be recovered as a debt due to the association.

5.4 EXPULSION OF A MEMBER

Subject to giving a member an opportunity to be heard or to make a written submission, the Committee may, by two thirds majority, expel a member upon a charge of misconduct detrimental to the interests of the association, the AUU or its affiliates, or the University of Adelaide.

5.5 REGISTER OF MEMBERS

A register of members must be kept and contain:

- i) the name and student number (where applicable)
- ii) an email address

6. THE COMMITTEE

6.1 POWERS AND DUTIES

- a. The affairs of the association shall be managed and controlled by the Committee which, in addition to any powers and authorities conferred by these rules, may exercise all such powers and do all such things as are within the objects of the association, and are not by these rules required to be done by the association in general meeting.

- b. The Committee has the management and control of the funds and other property of the association.
- c. The Committee shall have authority to interpret the meaning of the constitution and any other matter relating to the affairs of the association on which these rules are silent.
- d. The Committee may make policies and rules pertaining to the management and affairs of the association, so long as those policies and rules do not contravene the constitution.

6.2 MEMBERSHIP OF THE COMMITTEE

- b. The Committee shall be comprised of:
 - i. The Executive, the members of which shall be: the President, the Vice-President, the Secretary, the Treasurer, the Communications Officer, the four Year-Level Representatives and three General Members (one of whom may also be designated as a Communications Officer); and a person/s appointed under this clause 6.2 as an 'Appointed Member'; and
 - ii. Associate Members, but not more than eight.
- c. Each member of the Executive (including an Appointed Member) is entitled to vote at any meeting of the Committee.
- d. Each Associate Member is entitled to contribute to the general business, and any meeting, of the Committee, but is not entitled to vote at any meeting of the Committee, nor initiate an issue for consideration by the Committee other than through a member of the Committee who is entitled to vote.
- e. The four Year-Level Representatives shall be comprised of one representative from each of the following levels of study:
 - i. First Year (undergraduate)
 - ii. Second Year (undergraduate)
 - iii. Third Year (undergraduate)
 - iv. Honours/Postgraduate,
 provided that for each of the First, Second and Third Year representative, the person must be enrolled in and undertaking at least 6 units of undergraduate study at the University of Adelaide in the applicable Year; and for the position of Honours/Postgraduate representative he/she must be enrolled in and undertaking an honours/postgraduate program at the University of Adelaide.
- f. If a position on the Executive is not filled at the AGM, or becomes vacant because of a resignation subsequent to the AGM, the Executive may appoint one of the Associate Members to the vacancy (an 'Appointed Person').
- g. If a member of the Executive undertakes a study abroad program at an international university for a period greater than two calendar months, that position will be deemed to be a temporary vacancy and the Executive may appoint a person to the temporary vacancy (an 'Appointed Person'). In that event, both the member and the Appointed Person will be members of the Executive and upon the return of the applicable member, that person will resume performing the duties of the position and the Appointed Person will continue as a member of the Executive.
- h. If a less than eight Associate positions are filled at the AGM, or if an Associate position becomes vacant because of a resignation subsequent to the AGM, the Executive may appoint a member/s of the association to a vacancy/ies.
- i. A committee member shall be a natural person.
- j. All positions on the Committee shall become vacant, and be subject to election, at each AGM.
- k. A member of the Committee shall be eligible to stand for re-election without nomination. No other person shall be eligible to stand for election unless a member of the association has nominated that person before the closure of nominations at the AGM.

6.3 PROCEEDINGS OF MEETINGS

- a. The Committee shall meet together for the dispatch of business at least monthly.
- b. Questions arising at any meeting of the Committee shall be decided by a majority of votes of those present, and in the event of equality of votes the President shall have a casting vote in addition to a deliberative vote.
- c. A quorum for a meeting of the Committee shall be seven members of the executive, two of whom must be the President, Vice-President, Treasurer or Secretary. If a quorum is not present within 30 minutes after the scheduled start, the meeting will be postponed to a date, time and place determined by the President (or delegate thereof).

6.4 DISQUALIFICATION OF COMMITTEE MEMBERS

The Committee may declare a position on the Committee vacant if the applicable person is:

- i. expelled as a member of the association under these rules;
- ii. resigns as a member of the association; or
- iii. fails to attend three (3) consecutive Committee meetings without a leave of absence being granted by the Committee or President.

7. GENERAL MEETINGS

7.1 ANNUAL GENERAL MEETINGS

- a. The committee shall call an annual general meeting in accordance with the constitution.
- b. An annual general meeting shall be called annually
- c. The AUU Clubs representative shall be notified of the calling of an annual general meeting.
- d. The order of the business at the meeting shall be:
 - i. The confirmation of the minutes of the previous annual general meeting and of any special general meeting held since that meeting.
 - ii. The consideration of the accounts and reports of the committee.
 - iii. The election of committee members.
 - iv. Proposed constitutional amendments, if any.
 - v. Designation of bank signatories, if any.
 - vi. Any other business requiring consideration by the association in general meeting.
- e. An attendance list, summary of the president's report, summary of the treasurer's report and the returning officer's report shall be returned to AUU Administration within two weeks.

7.2 SPECIAL GENERAL MEETING

- a. The committee may call a special general meeting of the association at any time.
- b. Upon a requisition in writing of not less than ten members of the association, the committee shall, within two weeks of the receipt of the requisition, convene a special general meeting for the purpose specified in the requisition.
- c. Every requisition for a special general meeting shall be signed by the relevant members and shall state the purpose of the meeting.

7.3 NOTICE OF GENERAL MEETINGS

- a. At least seven days notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.

- b. A notice may be given by the association to any member by serving the member with the notice personally, or by sending it by post or email to the address appearing in the register of members.

7.4 PROCEEDINGS AT GENERAL MEETINGS

- a. Ten members present personally shall constitute a quorum for the transaction of business at any general meeting.
- b. If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse.
- c. The President, or a delegate appointed by the President, shall preside as chair at a general meeting of the association.

7.5 VOTING AT GENERAL MEETINGS

- a. Subject to the constitution, every member of the association has only one vote at a meeting of the association.
- b. Subject to the constitution, a question for decision at a general meeting must be determined by a majority of votes cast at that meeting.
- c. Unless a poll is demanded by at least one member, a question for decision at a general meeting must be determined by a show of hands.
- d. Votes by proxy or post are not permitted

7.6 ELECTIONS AT GENERAL MEETINGS

- a. The elections shall be conducted by a Returning Officer, who is appointed by the committee prior to the AGM
- b. The Returning Officer may not be nominated for a position on the committee.
- c. All committee positions are to be declared vacant at each Annual General Meeting
- d. Nominations for election for positions can be received from the notice of the AGM until voting on that position is set to commence.
- e. Nominations can be received in writing or in person to the chair.
- f. Voting for single member positions shall be conducted through a preferential voting system whereby candidates are numbered from one to the number of nominees. The candidate with the fewest number of first preferences is excluded and their highest remaining preference distributed to the appropriate remaining candidate until one candidate is remaining, who will be declared elected.
- g. Voting for multiple member positions shall be conducted by a Hare-Clark preferential voting system.
- h. In the case of a tie at any point in the counting of the votes, the candidate with the least first preference votes shall be excluded. If the candidates are still tied, the chair of the meeting shall have the casting vote.
- i. If only two nominations are received, voting may be conducted through either a show of hands or a secret ballot, if requested by member who is present at the meeting.

8. MINUTES

- a. Proper minutes of all proceedings of general meetings of the association and of meetings of the committee, shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- b. The minutes kept pursuant to this rule must be confirmed by the members of the association or the members of the committee (as relevant) at a subsequent GM.

- c. The minutes kept pursuant to this clause shall be signed by the chair of the GM at which the proceedings took place or by the chair of the next succeeding GM at which the minutes are confirmed.
- d. Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

9. DISPUTE RESOLUTION

Any and all disputes that may arise that cannot be resolved by informal means shall be submitted to the Grievance Committee of the AUU for determination.

10. FINANCIAL REPORTING

The association shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the association.

11. PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

The income and capital of the association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the association.

12. WINDING UP

The association may be wound upon the special resolution of the association at a GM

13. APPLICATION OF SURPLUS ASSETS

Upon winding up of the club, net assets (residual amount after all outstanding expenses are paid) are to be transferred to the Faculty of Sciences.

14. CONSTITUTION

- a. This constitution may be altered (including an alteration to the association's name) by special resolution of the members of the association, subject to 7.5, but shall require a two thirds majority of votes.
- b. The constitution shall bind the association and every member of the association.
- c. Subject to any provision in the constitution or a resolution to the contrary, an alteration to the constitution comes into force at the time that the alteration is passed.

Passed this ___ day of ___ 20___

President_____

Secretary_____