

Actuarial Students' Society at Macquarie University (ASSOC)
Constitution

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Clause I Definitions

ASSOC

Is the Actuarial Students' Society at Macquarie University.

The Members

Are members of the Actuarial Students' Society at Macquarie University. An individual becomes a member by paying the joining fee and providing his or her contact details. Includes the Volunteers and Basic Members.

The Volunteers

Are all persons who contribute their time to The Activities or the administration of ASSOC without receiving payment in return, including, but not limited to, the Cabinet, the Chairman, the Committee and the Delegates.

Basic Members

Are members that are not part of The Volunteers.

The Sponsors

Are all organisations that contribute financial support for ASSOC, with the exception of Macquarie University and its divisions.

The Stakeholders

Are any groups or individuals with a personal interest in The Activities of ASSOC. Includes, The Members, Macquarie University, The Sponsors and The Volunteers.

The Activities

Are all events organised by ASSOC as well as the production of any goods by ASSOC, such as the ASSOC Website and Actualite – the Actuarial Magazine.

Current Cabinet

The Cabinet responsible for ASSOC at the time in consideration.

Previous Cabinet

The Cabinet responsible for ASSOC in the year that preceded the time in consideration.

Clause II Identify the core goals of ASSOC

ASSOC exists for the benefit of The Stakeholders.

Subject to the limitations imposed by its resources and the priorities determined by the Cabinet, ASSOC will attempt to maximise the benefits enjoyed by The Stakeholders.

ASSOC will focus on organising events that further the opportunities available to and the culture of actuarial students at Macquarie University.

Clause III Activities of ASSOC

Section A

In order to benefit The Stakeholders, projects beneficial to The Members will be continued. Research into the needs of members will lead to developments, and eventual provision of other services to The Members.

Section B

The Activities shall include, but not be limited to:

- i) Rewarding academic and sporting excellence through scholarship and/or prizes
- ii) Improving access to employment opportunities through careers events
- iii) Providing opportunities for social development
- iv) Providing opportunities for sporting development
- v) Providing entertainment through the magazine and other media

Clause IV Organisational Structure of ASSOC

This Clause defines the structure and constituents of the Student Body. The roles of The Volunteers are defined in this Clause.

Basic Members have the right to apply to become Delegates or Committee members at times determined by the Current Cabinet.

Section A Roles of The Volunteers

There are four layers of management:

- i. The Cabinet

The Cabinet consists of the President, Vice Presidents, Treasurer, Secretary, Coordinators, IT Officers and any other roles as determined by the Previous Cabinet.

The Cabinet is the primary administrative body of ASSOC and has full power over all decisions made by the society. Decisions are made by voting on resolutions, where more than half of the Cabinet members must vote in favour for a resolution to be adopted. The Cabinet may delegate powers to individual Cabinet members. Where a Cabinet role has had a certain power in the previous year, it is assumed to have that power again in the following year. The Cabinet has the power to delegate tasks to any Cabinet member, Committee member or Delegate.

Cabinet members are obliged to attend most ASSOC events and all meetings of the Cabinet or of the Executive Council as well as carrying out the duties specified for their roles and any roles delegated to them by the Cabinet.

The Cabinet is chosen at the annual Cabinet Elections, which must be held at least once in any year, between the beginning of the undergraduate second semester at Macquarie University and the holding of the Annual General Meeting for that year. At the Cabinet Elections, the Current Cabinet selects Cabinet members for the following year. More than half of the current Cabinet members must vote in support of each future Cabinet member.

No current Cabinet member can apply to be a Cabinet member in the following year. However, if there is no suitable replacement for the role of a Current Cabinet member, then they are obliged to keep their role for the following year. The Current Cabinet will decide if there is a suitable replacement by majority vote.

Only current Committee members are eligible to become Cabinet members, except in exceptional circumstances, where the Cabinet may choose to appoint a person who is not a Committee member to a Cabinet role, if that member has support of more than three quarters of the current Cabinet.

The elected Cabinet adopts the role of Acting Cabinet until the Annual General Meeting, at which point they become the Cabinet and remain in that role until the next Annual General Meeting. Cabinet members may delegate their powers to Acting Cabinet members. Where an Acting Cabinet member role has had a certain power in the previous year, it is assumed to have that power again in the following year.

ii. The Chairman

Subsequent to its own election, but before the Annual General Meeting, the newly elected Cabinet selects a Chairman from the previous Cabinet. The Chairman must undertake the role description decided by the previous Chairman and Cabinet.

iii. The Committee

The Committee consists of one team for each event. Each team consists of one Project Manager and at least one Assistant Project Manager. Individual Cabinet members may delegate their powers to Project Managers, who may in turn delegate their powers to Assistant Project Managers. Where a role has had a

power in the previous year, it is assumed to have that power again in the following year. In exceptional circumstances, a Cabinet member may delegate their powers directly to an Assistant Project Manager.

Committee members are chosen by the Cabinet at Committee Elections. Any Macquarie University student is eligible to become a Committee member, if they receive supporting votes from more than half of the Cabinet electing them.

Committee members are obliged to attend all meetings of their team (s) and all Cabinet-Committee meetings.

iv. Delegates

Basic Members become Delegates by helping with the organisation of ASSOC. Although Basic Members may learn about their role at the Annual Delegate Meeting, they only become Delegates when they have actively been involved in helping the organisation of an ASSOC event. It is not required that a Basic Member attends the Annual Delegate Meeting in order to become a Delegate, unless the Current Cabinet chooses to make that a requirement.

Committee members may delegate their powers to Delegates.

Section B Breaches and Disciplinary Action

Any breach of the above may lead to disciplinary action, and the eventual dismissal of the Council Member in question.

In the event of more than two documented breaches by a Committee member or more than three documented breaches by a Cabinet member or the Chairman, any Cabinet or Committee member or the Chairman is able to submit a motion of no confidence against that person. A unanimous vote of a full sitting of the Cabinet is needed to pass such a motion against a Committee member or a Delegate, and a unanimous vote of a full sitting of the Cabinet, except the Cabinet member in question, is needed to pass such motion against a Cabinet member.

In the event of more than one documented breach by a Cabinet member or Committee member or the Chairman, any Cabinet or Committee member or the Chairman is able to submit a motion of replacement against that person. A motion of replacement specifies an alternative person who would replace the person that the motion seeks to remove. A motion of replacement is successful against a Committee member if it receives more than 50% of the vote of a full sitting of Cabinet, or is successful against a Cabinet member if it receives a unanimous vote of a sitting of Cabinet consisting of all members, except the one against which the motion is made.

Clause V Detailed rules and guidelines on the daily operations of ASSOC

Section A Code of Ethics for ASSOC Council Members

The following code of ethics are applied to all ASSOC Cabinet members, Committee members and the Chairman:

- 1) They are required to act in the best interest of all ASSOC members.
- 2) They are required to act with acumen and fairness. Favouritism and special treatment for any individual or group is unacceptable.
- 3) They are required to avoid conflicts of interest, where possible. If a conflict of interest is unavoidable, they must notify the Cabinet of the conflict and how they plan to mitigate its effect.
- 4) They are required to act sensibly and professionally. Actions carrying the potential to harm the student body must be avoided. When representing ASSOC, Committee members are required to follow any directions from the Cabinet. Extra care and prudence is required in dealing with The Sponsors and other third parties.

Non-compliance with any of the above may lead to disciplinary action and potentially the dismissal of the Cabinet member, Committee member or Chairman involved, through the process outlined in Clause IV Section B.

Section B Responsibilities of the Cabinet members

Cabinet members will follow the obligations set out in the role descriptions provided by the previous Cabinet members.

Section C Meetings

- 1) Annual General Meeting.

The Annual General Meeting marks the handover of power from one Cabinet to the next. During the Annual General Meeting, reports of the past year and forecasts of future activities will be presented.

- 2) Cabinet-Committee Meetings

Cabinet-Committee meetings may be called upon at any time by the Cabinet, and 3 days notice must be given to all Cabinet members, Committee members and the Chairman

The President shall chair Cabinet-Committee meeting and the Secretary is responsible for recording the minutes of these meetings.

- 3) Cabinet Meetings

Cabinet meetings may be called by any Cabinet member by notifying the Cabinet and Chairman at least 3 days before the scheduled meeting. They are attended by the Cabinet and, at his or her discretion, by the Chairman.

Any resolution adopted by the Cabinet through a majority vote at a Cabinet Meeting overrules any previous decisions made by any person/s on the issue. A majority vote

is defined as a majority of the Cabinet in total, not a majority of those attending.

The Cabinet may invite any person who is not a Cabinet member to attend the meeting, but must notify the entire Cabinet at least 3 days before the meeting.

The Cabinet member calling the meeting is responsible for preparing the agenda and chairing the meeting. The Secretary is responsible for recording minutes.

Cabinet members who do not attend a Cabinet meeting are not entitled to vote at the meeting and a majority is defined as a majority of attending Cabinet members.

Section E Property

All assets and property of ASSOC shall be vested in the powers of the Cabinet. Each of The Volunteers is responsible for the safekeeping of all assets relating to its functions. The President and Internal Vice-President shall share the responsibility of maintaining any other assets.

Section F Affiliation and Dissolution of the Student Body

- 1) ASSOC may only be dissolved or disaffiliated from the University by a resolution of a unanimous majority at a meeting of all ASSOC members. Notice of such a resolution shall be circulated to all members at least fourteen (14) days prior to the meeting. If the resolution is carried the Cabinet shall inform the University.
- 2) ASSOC may re-affiliate with the University or any of its constituents by resolution of the Cabinet.
- 3) ASSOC may affiliate to Macquarie University or other bodies external to the Macquarie University upon resolution of the Cabinet.
- 4) In the event of dissolution or disaffiliation, all funds remaining with ASSOC must be donated to a non-affiliated charity or returned to the University.

Section G Protocols and Resolutions of the Executive Council

Protocols of the Cabinet are policy proposals of ASSOC. Protocols can be suggested by any of The Member. A protocol is considered at the subsequent Cabinet meeting and resolved by a majority vote of attending Cabinet members.

When a Protocol is resolved by the Cabinet, it is then a Resolution of ASSOC. Resolutions are the formal decisions or guidelines of the Cabinet and must be adhered to by all of The Volunteers. The Secretary is to record all Resolutions in the minutes of the Cabinet meetings.

Section F Amendment of the Constitution

This constitution may only be amended or replaced by a resolution agreed upon unanimously by the Cabinet.

End of Constitution