



Constitution

of

International
Students' Department
of
Australian National University

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DIVISION A: GENERAL

Name

1. The name of the Organisation is International Students' Department.

Definitions

2. In this Constitution, unless the contrary intention appears,

'general meeting' means a general meeting of members of the Organisation in accordance with this Constitution, and means an ordinary general meeting or a Special General Meeting or an Annual General Meeting;

'member' means an ordinary member or an associate member or an honorary life member of ISD;

'international student' means a person who is so defined by the International Education Office of The Australian National University;

'regulation' means regulation made under this Constitution;

'the Organisation' means the International Students' Department of The Australian National University;

'the executive' means the executive committee of the International Students' Department of The Australian National University;

'the council' means the general council of the International Students' Department of the Australian National University;

'semester' means the academic semester as defined by the Australian National University.

'the University' means the Australian National University.

Objects

3. (1) The objects of the Organisation are generally to:
 - (a) make representation to and co operate with the responsible authorities on all matters which pertain to the interests and welfare of international students,
 - (b) facilitate cultural and information exchange between international students and the general student population,
 - (c) assist in the welfare of international students,
 - (d) provide facilities and services to further the above objectives, and
 - (e) join as a contributing member and co operate with any body or organisation in pursuance of the objects of the International Students' Department of the Australian National University.
- (2) The Organisation is a non-profit organisation and subject to sub-section (3), no member of the Organisation will receive any funds except by way of remuneration for out of pocket expenses.

- (3) If a member of the Organisation is appointed as the office administrator, he/she will receive a financial honorarium, the amount of which is subject to approval by a general meeting.
- (4) The Organisation is a non-political organisation.

Powers

4. (1) The Organisation has, in addition to other powers conferred upon it by this Constitution, power to take such action as is necessary or desirable to give effect to the objects of the Organisation.
- (2) The exercise of the powers of the Organisation is not affected by a vacancy or vacancies among the officers of the Organisation.

Management

5. (1) Subject to this Constitution,
 - (a) management and control of the Organisation is vested, jointly and severally, in the executive and in general meeting, but
 - (b) the executive shall not act contrary to a resolution passed by a general meeting.
- (2) General Meetings have exclusive power to determine the policy of the Organisation, and any motion passed by the executive or the council purporting to determine the policy of the Organisation is void.
- (3) Nothing in sub-section (2) prevents the executive or the council from making recommendations on questions of policy to a general meeting.
- (4) Subjects to this section and to this Constitution, the President may take action as he/she considers necessary in the interests of the Organisation, provided that such action:
 - (a) is consistent with the policy of the Organisation, and
 - (b) is reported, unless a matter of routine administration, to a general meeting at the first opportunity.

Interpretation

6. The President, or other member, who on any occasion chairs a general meeting or a meeting of the executive and the council shall interpret this Constitution, provided that that meeting may dissent from his/her ruling.

DIVISION B: MEMBERSHIP

Membership

7. (1) The members are the persons who are admitted as members in accordance with this Constitution, and who have not ceased to be members.
- (2) The membership consists of three (3) classes: ordinary members, associate members and honorary life members.

Ordinary Members

8. (1) A person who is an international student and is currently enrolled in the University as an undergraduate is eligible for admission as an ordinary member.
- (2) A person who is so eligible is automatically a member of the Organisation unless he/she indicates to the contrary to the Organisation in writing.
- (3) An ordinary member may vote:
 - (a) at any general meeting, and
 - (b) at any election or referendum conducted by the Organisation under this Constitution.

Associate Members

9. (1) A person (other than a person to whom section 8(1) applies) who is, or has been, a student of the University is eligible for admission as an associate member.
- (2) A person who is eligible may apply in writing to the President for admission as an associate member.
- (3) If the executive or a general meeting is satisfied that a person who applies under sub-section 2 is eligible for admission under sub-section 1 as an associate member, it shall admit him/her as such a member but, if not satisfied, it shall reject the application.
- (4) An associate member may resign his/her membership of the Organisation by notice in writing to the President.
- (5) An associate member shall not vote at:
 - (a) a general meeting or,
 - (b) an election or referendum conducted by the Organisation under this Constitutionbut in every other respect has, subject to this Constitution, the same rights as an ordinary member.

Honorary Life Member

10. (1) The Annual General Meeting may appoint a person who has rendered distinguished services to the Organisation an honorary life member.
- (2) A person shall not be appointed an honorary life member unless:
 - (a) at least ten (10) days' notice of the motion has been given to all members that he/she be so appointed, and
 - (b) the motion is passed by a two-thirds majority of ordinary members present and voting at the Annual General Meeting.
- (3) If an honorary life member is also an ordinary member, he/she shall enjoy the rights of an ordinary member, but otherwise he/she shall enjoy the rights of an associate member as set out in section 9, sub-section 4 and 5.

DIVISION C: ELECTED OFFICERS

Committees of the Organization

11. (1) The Organization shall comprise of the Executive Committee, Specific Officers and General Officers.
- (2) The executive of the Organization shall comprise of:
 - (1) The President
 - (2) Vice-President
 - (3) General Secretary
 - (4) General Treasurer
- (3) The committee of the Organization shall comprise of:
 - (1) Publication Officer
 - (2) Website Officer
 - (3) International Coordinator
 - (4) Publicity Officer
 - (5) Sponsorship Officer
 - (6) General Officer (up to 6 officers)
- (6) A Committee member of the Organization, elected under this section holds office, subject to this Constitution, for 12 months beginning from 1 October of the year until 20 September of the following calendar year.
- (7) A transition period of 3 months, starting from 1 October until the 31 December of the year, shall exist so that in the transition period, the incoming and outgoing committee members are in consultation with each other.

Eligibility to Stand

12. (1) Only an ordinary member is eligible for election under Section 11.
- (2) A member shall not occupy more than one position under section 11.

Vacation of Office

13. (1) If a member of the executive of the Organisation:
 - (a) dies,
 - (b) ceases to be an ordinary member, or
 - (c) resigns his/her office,his/her position becomes vacant.
- (2) If a member of the executive of the Organisation is absent without leave of the Organisation from two (2) consecutive meetings or, in the case of a member of the executive appointed by or from the executive, from three (3) consecutive meetings of the executive, his/her office may become vacant if:

- (a) in the case of an officer appointed by the executive, the executive so determines,
- (b) in any other case, a general meeting so determines.

Removal from Office

14. A member of the executive of the Organisation elected under this division may be removed from the office by a resolution of a general meeting called for that purpose where two-thirds of the members present and voting vote in favour of that resolution. Each resolution must be supported by documents and be made known to all members.

Casual Vacancies

15. (1) Should a vacancy occur in the office of President, the Vice-President or the Executive Committee's nominee shall be the Acting President and shall perform the functions and exercise the powers of the President until a replacement is elected.
- (2) Notwithstanding sub-section 1, should a vacancy occur in the office of President after 1 June, the Returning Officer shall not arrange a by-election for the position of President pursuant to sub-section 1 and the Vice-President or the Executive Committee's nominee shall perform the functions of President until the commencement of the term of the incoming President.
- (3) Should a vacancy occur in the office of President before 1 June, the Returning Officer shall call for a by-election for the position of President within two weeks of the vacancy occurring.
- (4) In the event specified in sub-section 2, a general meeting may, notwithstanding sub-section 2, extend the term of office of the person elected President at the Annual General Elections of the Organisation by bringing forward the date at which his/her term of office commences, on which date the position of the Acting President is determined. Provided that this sub-section:
- (a) shall be inoperative unless the President-elect consents in writing to the extension of his/her term, and
 - (b) shall not be construed as reducing the period referred to in section 11(6).
- (5) Should a vacancy occur in an office under this division other than that of President, a general meeting shall elect a person to fill the vacancy.
- (6) Notwithstanding the provisions of this section, where:
- (a) more than two (2) weeks will elapse between a vacancy arising and the next general meeting, and no call for a Special General Meeting has been received, or
 - (b) a general meeting fails to attain a quorum, the executive shall perform the functions set down in this section for a general meeting,

subject always to the over-riding exercise of those functions by the next general meeting.

- (7) A person who:
 - (a) is elected under sub-section 4, or
 - (b) subject to sub-section 3, serves under sub-section 2, serves the remainder of the term of the person he/she replaces.

Manner of Election

- 16 (1) The President (Office bearer) must be elected during the Annual Election conducted by the Students' Association and the electoral system in accordance to Students' Association's Election Regulation.
- (2) The Committee members of the Organization shall be elected, subject to this Constitution, among ordinary members through a secret ballot. The election shall be carried out in the second semester of the academic year.
- (3) The election for the Executive Committee members must be conducted using a first past the post system and in accordance with the Constitution and Regulations. The election for all 15 other Committee members must be conducted using an optional preferential system and in accordance with the Constitution and Regulations.
- (4) The Returning Officer for the election carried out under s 11 shall be the Director of Student Recruitment and International Education. The Returning Officer must:
 - (a) not show partiality towards any of the candidates in the elections,
 - (b) declare the poll at the appropriate general meeting, and
 - (c) present a report on the elections at the same general meeting.
- (5) The Returning Officer may appoint a Deputy Returning Officer who shall assist him/her and be the Acting Returning Officer as and when the Returning Officer is unable to perform his/her duty. The Returning Officer may also appoint such other assistance as he/she deems necessary to assist him/her in the conduct of the elections and in the counting of votes at his/her discretion.
- (6) The Returning Officer shall call for nominations in the second semester of the academic year.
- (7) Nominations shall be open for at least one (1) week.
- (8) Nominations must be signed by two (2) ordinary members of the Organisation and must contain a signed statement of the nominee's willingness to act in the position if elected. No candidate may nominate himself/herself.

- (9) The Returning Officer shall make provisions for the conduct of secret ballot no less than four (4) hours per day for at least three (3) days within a week during polling period.
- (10) The Returning Officer shall notify the voters by e-mail, notice according to this Constitution and any other appropriate means, of the following:
 - (a) polling venues, dates and times;
 - (b) the polling procedures; and
 - (c) brief statements from the candidates.
- (11) Each voter shall be given the appropriate voting papers after being validated.
- (12) Voting Papers shall be collected in a sealed box immediately after the voters have voted. Voting Papers returned after the close of polling or outside the polling venue are not eligible for scrutiny.
- (13) The votes shall be counted at the end of the polling period if the ballot box can be kept in a safe and secure place at the end of each polling day. If such a place is unavailable, the votes shall be counted at the end of each polling day. Each candidate may appoint one (1) scrutineer, who may attend the counting of votes in all elections in which that candidate is standing.
- (14) The Returning Officer shall determine whether each vote is valid or not in accordance with the relevant regulations.
- (15) All ballot papers, valid or informal, shall be kept by the Returning Officer in a secure place until after the General Meeting at which the poll is declared and ratified.
- (16) In calculating a period for nomination, polling and declaration of poll under this section, a day falling outside an academic term is disregarded.

Liability of Officers

17. (1) A member of the committee of the Organisation is not liable to the Organisation:
 - (a) for any act or omission of another officer of the Organisation, or
 - (b) for any loss or expense incurred by the Organisation unless the loss or expense resulted from his/her own willful act or default.
- (2) The Organisation shall indemnify and keep indemnified a member of the committee of the Organisation against all expenses, losses or liabilities he/she may incur in the bona fide performance or his/her functions and duties as such a member of the executive.

Functions of the Executive

18. (1) The Executive shall be responsible for:

- (a) Addressing all education and welfare issues that affect the members of the Organization
 - (b) Monitoring the development and implementation of the services provided by the objectives of the Organization by overseeing the progress of the other Committees of the Organization.
- (2) The Executive shall appoint non-executive Committee members to the various positions on the Committees with consideration of the interests of the Organization, within 4 weeks of the AGM.

Functions of the Executives:

Functions of the President

19. The President shall:

- (1) Represent the Organization before various bodies, including bodies of the University, especially the International Education Office (IEO) and Students' Association.
- (2) Manage the affairs of the Department and create mini projects that would benefit the international students for all the committee to work on.
- (3) Set the agenda for the Committee Meetings, General Meetings and Meetings of the Council.
- (4) Convene and chair all Committee Meetings, General Meetings and Meetings of the Council.
- (5) Attend and vote in Students Representative Council (SRC) and Combined Representative Council (CRC) meetings chaired by Students Association.
- (6) Participates in all the international student representation groups including NLC for International Students in Australia, Inc. and ISANA.
- (7) Raise issues before the committee and during OGM to increase awareness of the students about University's policies and National policies in regards to international students.

Functions of the Vice-President

20. The Vice-President shall:

- (1) Ensure the day-to-day operation of the Organization
- (2) Carry out the duties of the President when he/she is unable to do so.

- (3) Assist the President in his/her duties and must be proactive to take a minimal of 1/5 of the tasks done by the president (project basis).

Functions of the General Secretary

21. The General Secretary shall:
 - (1) Conduct all correspondence on behalf of the Organization.
 - (2) Ensure that all minutes of the meetings of the Committees of the Organization are recorded and retained.
 - (3) Ensure all activities of the Committees are recorded and retained in an organized format.
 - (4) Assist the President and Vice-President to convene all Meetings.

Functions of the Treasurer

22. The Treasurer shall:
 - (1) receive and take charge of all monies belonging to the Organisation,
 - (2) supervise all payments directed to be made by the Organisation,
 - (3) keep such books and accounts as the Organisation directs,
 - (4) arrange for the books and accounts and a report on the financial position of the Organisation to be presented to the Treasurer of The Australian National University Students' Association at the end of the financial year of the Australian National University Students' Association,
 - (5) prepare an annual budget for the following financial year of the Organisation to be presented to The Australian National University Students' Association's finance committee, who in turn, will present it to the General Services Fee Committee, and
 - (6) present to the Annual General Meeting:
 - (1) a report on the financial position of the Organisation at the end of the last financial year of the Organisation,
 - (2) a statement of the receipts and expenditure of the Organisation for that financial year, and

Functions of Non-Executive Committees

Functions of the Publication Officer

23. The Publication Officer shall:
 - (1) Create the newsletter every Term of Academic year.

- (2) Print and distribute the newsletter during events and send it out to all international students via email.
- (3) Compile information that is of interest to students including events and happening in university and out of university and notify the Website Officer.

Functions of the Website Officer

24. The Website Officer shall:

- (1) Update the website regularly.
- (2) Create data-base on the website for all the documents and reports.
- (3) Create online sign-up for events organized.

Functions of the International Coordinator Officer

25. The International Coordinator Officer shall:

- (1) Communicate with all the international organizations.
- (2) Update all the events planned by the international organizations and notify the website officer.
- (3) Liaise with international organizations for large scale events planned.

Functions of the Publicity Officer

26. The Publicity Officer shall:

- (1) Be in charge of publicizing all the events that are held by ISD. The officer will have the power to disseminate the jobs.
- (2) Creating posters, flyers and tickets for the events.
- (3) Ensure the events are publicized at least one week in advance.

Functions of the Sponsorship Officer

27. The Sponsorship Officer shall:

- (1) Be in charge of sponsorship for any large scale event held, e.g. Harmony Day, Sports Day, Hawker Night and International Ball.

- (2) In the case of smaller events that don't require sponsorship, the officer will have the same job description as any General Officers

Functions of the General Officers

28. The General Officers shall:

- (1) Help the Execs and Officers in any task given.
- (2) Organize events along with the Person in charge.
- (3) Undertake mini projects that are given by the president or any project that they are interested in, as long as it is parallel to section 3(1).

Powers of the Executive

29. (1) Subject to this Constitution, the executive has power to:
 - (a) acquire, deal with, manage or dispose of any property,
 - (b) authorise the publication of any magazine, newspaper or printed matter on behalf of the Organisation,
 - (c) appoint any person to perform any service, a general meeting considers necessary for the purposes of the Organisation, at any time suspend or discharge that person, and to fix the remuneration (if any) to be paid for his/her services,
 - (d) direct the Trustees of the Organisation to invest any monies of the Organisation in such manner as it thinks fit, and to vary, realise or cancel any such investment,
 - (e) disburse property of the Organisation, including money, in accordance with the policy of the Organisation, and
 - (f) exercise any power conferred upon it from time to time by a general meeting until such a time such as a general meeting withdraws that power, and delegate any of the powers in this section.
- (2) The exercise of any power of the executive is not affected by a vacancy or vacancies in the memberships of the executive.
- (3) The exercise of any power of the executive is subject to the agreement of a resolution of a general meeting called for that purpose where two-thirds of the members present and voting vote in favour of that resolution.

DIVISION D: GENERAL COUNCIL

Composition

30. (1) The council of the Organisation consists of:
- (a) a representative from each of the nationality-based student organisations, and
 - (b) any currently enrolled undergraduate international student co-opted by the executive.
 - (c) International student facilitator/representative from each residential hall and college affiliated with The Australian National University.
- (2) The admittance of any representative to the council will be left to the discretion of the executive.

Tenure of Office

31. A member of the council holds office, subject to this Constitution, for 12 months beginning from 1st December of the year until 30th November of the following calendar year.

Vacation of Office

32. If a member of the council:
- (1) dies,
 - (2) ceases to be an ordinary member,
 - (3) resigns his/her membership of the council, or
 - (4) fails, without leave of the council, to attend four (4) consecutive meetings of the council, his/her position becomes vacant.

Removal from Office

33. The provisions of section 14 apply to a member of the council as if he/she was a member of the executive of the Organisation.

Casual Vacancies

34. (1) Should a vacancy occur in the office of the representative of a club or society, a meeting of the executive shall decide and co-opt another person to fill the vacancy.
- (2) A person who is co-opted under sub-section 1 serves the remainder of the term of the person he/she replaces.

DIVISION E: MEETINGS

Meetings of the Executive and the Council

35. (1) The President shall:
- (a) convene meetings of the council at such times and places as he/she directs,
 - (b) give at least three (3) days' notice of such meetings to the members of the council,
 - (c) give to the members of the council such notice of the agenda and in particular of any matters therein of special importance as is reasonable in the circumstances, and
 - (d) ensure that a meeting of the council is called no less frequently than once in every semester of the academic year.
- (2) The Vice-President shall:
- (a) convene meetings of the executive at such times and places as he/she directs,
 - (b) give at least three (3) days notice of such meetings to the members of the executive,
 - (c) give to members of the executive such notice of the agenda and in particular of any matters therein of special importance as is reasonable in the circumstances, and
 - (d) ensure that a meeting of the executive is called no less frequently than once in every term of the academic year.
- (3) Notwithstanding section 1, where:
- (a) a general meeting,
 - (b) the council, or
 - (c) one-third (or where this is not a whole number, the nearest whole number above it) of the members of the council,
- calls for a meeting of the executive and the council, the executive and the council shall convene at such time and place as are specified in the call provided that at least three (3) days' notice of that meeting shall be given to the members of the executive and the council.
- (4) At a meeting of the executive and the council, the quorum is one half (or when this is not a whole number, the next whole number above it) of the current members of the executive and the council.
- (5) Ordinary members may attend meetings of the executive and the council. Every ordinary member present may:
- (a) speak to a motion,
 - (b) move a motion, and
 - (c) second a motion,
- but only members of the executive and the council may vote on the motion.
- (6) The member presiding at a meeting of the executive and the council may, in the event of an equality of votes on a motion or in an election, exercise a casting vote in addition to his/her deliberative vote.

Presiding at Meetings of the Executive and the Council

36. (1) The President may preside at all meetings of the executive and the council.
- (2) If the President does not preside, he/she may appoint a member of the executive or the council to preside.
- (3) If the President does not preside or appoint a member of the executive or the council to preside, the members of the executive and the council shall elect one of their number to preside.
- (4) At a meeting of the executive and the council, a resolution of dissent in a ruling of the chair is carried by a two-thirds majority of the members of the executive and the council who are present and voting.

Annual General Meeting

37. (1) The Annual General Meeting of the Organisation shall be held in the second semester of every year.
- (2) The General Secretary shall give to members at least ten (10) days' notice of the time, date and place set down for the holding of the Annual General Meeting.

Business at the Annual General Meeting

38. (1) At the Annual General Meeting:
 - (a) the President shall present an address of which the content is to his/her discretion,
 - (b) the Vice-President shall present a report of the activities of the Organisation during the twelve (12) months immediately preceding that meeting,
 - (c) the Treasurer shall present the documents referred to in sections 22(5), 22(6) and 62,
 - (d) the meeting shall approve the documents referred to in paragraphs (b) and (c) if there are in order, and
 - (e) the meeting may consider any other matter relating to the affairs of the Organisation of which three (3) days notice has been given to the members.
- (2) If the meeting approves the documents referred to in sub-sections 1(b) and 1(c), the Treasurer shall furnish them to the ANUSA as soon as practicable.

Special General Meeting

39. (1) Where not less than:
 - (a) twenty (20) ordinary members by notice in writing given to the President, or

- (b) one half (or where this is not a whole number, the next whole number above it) of the members of the executive by resolution at an executive meeting,
request the President to convene a Special General Meeting, he/she shall set down a time, date and place at which that meeting shall be held, being a date not more than three (3) weeks after the receipt of the notice or the passing of the resolution.
- (2) Where not less than:
 - (a) forty (40) ordinary members by notice in writing given to the President, or
 - (b) three-fifths (or where this is not a whole number, the next whole number above it) of the members of the executive by resolution at an executive meeting,
request the President to convene an urgent Special General Meeting , he/she shall set down time, date and place at which that meeting shall be held, being a date not more than three (3) days after the receipt of the notice or the passing of the resolution.
- (3) The business at that meeting is only those matters specified in the request to the President.
- (4) If a Special General Meeting fails to attain quorum, the matter set down to be considered there at shall be stood over to be considered at the next Ordinary General Meeting.

Ordinary General Meeting

- 40. (1) The President shall call an Ordinary General Meeting at least once in each of the following periods in the academic year:
 - (a) the first period of the first semester,
 - (b) the second period of the first semester,
 - (c) the first three (3) weeks of the first period of the second semester ,
and
 - (d) the second semester other than the first three weeks.
- (2) The meeting specified in sub-section 1(d) shall be called to follow immediately on the conclusion of the Annual General Meeting, unless the Organisation from year to year determines otherwise.
- (3) The business at an Ordinary General Meeting is:
 - (a) any matter of which at least three (3) days' notice has been given to the President, and, after this has been dealt with, and
 - (b) any other matter.
- (4) Notwithstanding sub-section 3, an Ordinary General Meeting may not consider a motion concerning monies of the Organisation, including the transfer of funds to any Organisation, unless:
 - (a) the President has given at least three (3) days' notice of the motion to the members, or

- (b) the motion deals with the payment of bills previously rendered to the Organisation for goods or services.

Requirement of General Meetings

- 41. (1) The President shall give at least three (3) days' notice of the time, date and place set down for a General Meeting to the members, except that in the case of a Special General Meeting under sub-section 47(2), the President need to give only two (2) days' notice to the members.
- (2) Where the President receives notice of a motion to amend the Constitution, he/she shall include the full text of that motion in the notice of the relevant meeting to members. Provided that, it shall not be necessary for the purposes of section 66 to include the full text of the motion, but only the substance of the motion.
- (3) At a General Meeting, quorum is twenty (20) ordinary members present in person.

Lapsing of General Meetings

- 42. If, at the expiry of half-an-hour after the time fixed for the holding of a General Meeting other than the Annual General Meeting, a quorum has not at any time been present, the meeting lapses and the business is stood over the next General Meeting.

Presiding at a General Meetings

- 43. (1) The President may preside at all General Meetings.
- (2) If the President does not preside, the President may appoint a member of the Organisation to preside.
- (3) If the President does not preside or appoint a member to preside, the members of the Organisation shall elect one of their number to preside.
- (4) The Chair shall be heard in silence and without interruption and shall have the power to name any person for behavior disruptive to the conduct of business. Any person named three (3) times during one session of the meeting shall not be recognised by the chair and shall leave the meeting for the remainder of the session.
- (5) Should the Chair wish to take part in the debate on any question he/she shall be replaced as Chair for the duration of the debate and any vote thereon.
- (6) Any recommendation, ruling, decision or determination of the Chair may be rejected, altered or overruled by the resolution of the Organisation members present and voting.

- (7) At a General Meeting, a resolution of dissent in a ruling of the chair is carried by a two-thirds majority of Organisation members present and voting.

Voting at General Meetings

44. (1) Subject to section 55, each ordinary member may exercise one (1) vote on each motion at a General Meeting.
- (2) Subject to this Constitution, a resolution at a General Meeting is carried by a simple majority of the votes cast by ordinary members present being cast in favour of it.
- (3) Notwithstanding sub-section 2, a resolution of dissent in a ruling of the chair of a General Meeting is carried by two-thirds of the votes cast by ordinary members present being cast in favour of it.
- (4) Voting on a motion at a General Meeting is by show of hands. Provided that:
 - (a) where not less than five (5) ordinary members present request a count, the President shall appoint tellers to conduct the count,
 - (b) where not less than ten (10) ordinary members present request a secret ballot or a division, the President shall forthwith proceed to conduct that secret ballot or division.

Motions and Amendments at General Meetings

45. (1) All motions and amendments shall require a mover and a seconder.
- (2) The mover or the seconder of a motion or amendment may reserve their speaking rights.
- (3) A mover of a motion (other than a procedural motion) shall have a right of reply. Such right of reply may be exercised immediately before the motion is put or before any one amendment to the motion is out. A mover of an amendment shall have no right of reply.
- (4) Should the mover or the seconder of the motion or amendment not present on the meeting floor at the time of that motion or amendment being discussed, then that motion or amendment shall be considered to have lapsed.
- (5) A motion or amendment may be withdrawn by the mover, subject to the right of the seconder or any other member of the meeting to take up the moving of such motion or amendment.
- (6) A member may only speak once to a motion or amendment unless that the member as the mover of the motion is exercising his right of reply.

- (7) The following time limits shall apply to all speakers unless a majority of the members present decides otherwise:
- | | |
|---|------------|
| (a) Speakers delivering a report | 10 minutes |
| (b) Mover of a motion | 5 minutes |
| (c) Mover exercising right of reply | 3 minutes |
| (d) Speakers to a motion | 3 minutes |
| (e) Mover of an amendment | 3 minutes |
| (f) Speakers to an amendment | 2 minutes |
| (e) Mover and speakers to a procedural motion | 1 minute |
- (8) The time limit for a session debates may be extended by recommendations of the Chair or by procedural motion of the meeting floor.
- (9) No member shall speak to any motion or amendment after it has been put.
- (10) A two-third majority of exercisable votes is required to repeal motions.
- (11) An amendment must be relevant to the motion under consideration and shall not be direct negative of it.
- (12) Amendment to a motion shall be debated and put according to where they will stand in the motion if they are carried and shall be debated at the time the motion is being considered.
- (13) Only one amendment may be debated and voted on at a time but further amendment(s) may be foreshadowed.

Foreshadowed Motion

46. Where more than one motion deals with a particular issue they may be considered together. The procedure for this debate shall be determined by the Chair. Voting shall be conducted on each motion in the order they were moved until either a motion is carried (in which case the remaining motions shall lapse) or until all motions are defeated.

Procedural Motions

47. (1) That the Question be put
- (a) A member who has not already participated in the debate may move "That the question be now put."
 - (b) Such a motion may interrupt a speech and or amendment under amendment, adjournment or debate.
 - (c) Should such a motion be carried the motion or amendment under consideration shall immediately be put to vote, subject only to the right of reply of the mover of the motion.
- (2) That the question not now be put
- (a) A member who has not already participated in the debate may move "That the question not now be put."

- (d) Such a motion may interrupt a speech and or amendment under amendment, adjournment or debate.
 - (b) The motion shall be put without amendment, but may be debated together with the motion or amendment under consideration.
 - (c) Should such a motion be carried the motion or amendment under consideration shall not be dealt with any further.
- (3) That the meeting proceed
- (a) A member who has not already participated in the debate may move "That the meeting proceed to the next business."
 - (b) Such a motion may interrupt a speech and or amendment under amendment, adjournment or debate.
 - (c) The motion shall be put without amendment, adjournment or debate.
 - (d) Should such a motion be carried, the meeting shall move to the next item of business.

- (4) That the debate be adjourned
 - (a) A member who has not already participated in the debate may move " That the debate be adjourned"
 - (b) Such a motion may interrupt a debate.
 - (c) The motion may only be amended as to time, date and place.
- (5) A member may move, "That the speaker no longer be heard." Such a motion may interrupt a speech and shall be put without amendment, adjournment or debate.

Suspension of Standing Order

- 48. The Standing Orders of the General Meeting as defined in sections 39, 40, 41 and 42 may be suspended in whole or in part by a resolution of a procedural motion. Such a motion must include the time, date and place for the resumption of standing orders.

Point of Order

- 49. (1) A member of General Meeting may at any time raise a point of order to any irregularity in the proceedings or interpretation of Standing Orders of General Meeting.
- (2) Such a point of order shall be made to the Chair which shall either:
 - (a) Determine in agreement with the member that there has been an irregularity; or
 - (b) Determine in agreement with the member that there has been an irregularity and forthwith make a recommendation to General Meeting thereon. Such a recommendation can only be rejected by resolution setting out the alternative procedure or interpretation; or
 - (c) Where there is no agreement between the member and the Chair, The member of meeting shall speak to a motion setting out the procedure or interpretation that the member wishes the Meeting to adopt. While the Chair shall speak in opposition and the vote shall be taken without further debate.

DIVISION F: REFERENDA

Calling of Referenda

50. (1) Subject to sub-section 2, a referendum of the ordinary members shall be held where:
- (a) a resolution to hold such a referendum is carried by a two-thirds majority of the ordinary members present and voting at a General Meeting, provided that one (1) weeks' notice of the motion to hold the referendum has been given to members, or
 - (b) the President receives the signatures of one-tenth (or where this is not a whole number, the next whole number above it) of the ordinary members on a petition supporting the holding of such a referendum.
- (2) A referendum shall not be held unless the resolution or petition calling for the referendum specifies the question to be put to members.
- (3) The Organisation shall appoint a Returning Officer to conduct a referendum and the Returning Officer shall hold the referendum not more than six (6) weeks of the academic year later than the passing of the resolution or the petition referred to in sub-section 1.
- (4) The Organisation shall make regulations governing the conduct of referenda, which regulations shall nearly as possible parallel the regulations made under section 16.

Effect of Referenda

51. Notwithstanding section 5,
- (a) the result of a referendum shall be binding on the Organisation, and
 - (b) a question of whether the Organisation becomes a member of a national Organisation shall be determined solely by a referendum under this division, and not otherwise.

DIVISION G: FINANCE AND PROPERTY

Trustees of the Organisation

52. (1) All property and money belonging to the Organisation are vested in three (3) trustees, who are the President, the Treasurer and one other person elected or that purpose by the executive, and those trustees hold that property and money for the use and benefit of the Organisation.
- (2) Where a Trustee is absent from the Australian Capital Territory or is about to be absent, he/she may appoint a member to act as his/her agent either generally or in a specific matter during his/her absence.
- (3) The appointment of an agent under sub-section 2 is void if:
- (a) the Organisation revokes it, or
 - (b) the other Trustees do not consent to it.
- (4) The Trustee who is neither the President nor the Treasurer hold office for twelve (12) months from the commencement of the term of the incoming executive, but holds office at the pleasure of the executive and the council while he/she remains a member of the executive. If a vacancy in the position arises, the person elected to replace the vacating person serves the remainder of the vacating person's term.

Investment of Monies

53. The Trustees shall deal with or invest the property and monies of the Organisation in such manner as the Organisation directs.

Bank Accounts

54. (1) The Trustees shall open and maintain in the name of, and on behalf of, the Organisation such bank accounts as the Organisation direct.
- (2) The Treasurer shall pay into such an account all monies received by him/her on behalf of the Organisation.
- (3) Money shall not be drawn from such an account except by cheque or order signed by at least two (2) Trustees.

Auditors

55. The executive shall appoint an auditor who is not a member of the executive to carry out audits of the books and accounts and to report on the finances of the Organisation, with respect to each financial year of the Organisation.

Financial year

56. The financial year of the Organisation is the year beginning 1 December to 30 November the following year.

DIVISION H: MISCELLANEOUS

Dissolution

57. (1) The Organisation shall not be dissolved except by a resolution passed in accordance with this section at a Special General Meeting convened for that purpose.
- (2) A resolution dissolving the Organisation is void unless the resolution is carried by three-quarters (or where there is not a whole number, the next whole number above it) of the ordinary members present and voting.
- (3) If, upon the winding up or dissolution of the Association, there appears after the satisfaction of all its debts and liabilities any property remaining whatsoever, the same shall not be given to any member of the Organisation but shall be transferred to the ANU or another SA which has been given exemption from sales tax by the Commissioner of Taxation.

Regulations

58. (1) The Organisation may from time to time make regulations consistent with this Constitution, prescribing all matters required or permitted by this Constitution to be prescribed by regulations or necessary or convenient to be prescribed by regulations for giving effect to this Constitution.
- (2) Any regulations made by the Organisation that were in force immediately before the coming into operation of this Constitution shall, except where inconsistent with this Constitution, continue in force as if they had been made under this section but may be amended or repealed by requisitions made under this section.
- (3) The Organisation may enact, amend or repeal any regulations under this Constitution by resolution,
(a) of which one (1) week's notice has been given to the President, and
(b) which is carried by a two-thirds majority of the ordinary members present and voting at a General Meeting.
provided that, any regulations made under this Constitution for the purposes of any election or referendum shall not be enacted, amended or repealed between the opening of nominations or an event referred to in s 48(1) and the declaration of the result of that election or referendum.
- (4) The executive may enact, amend or repeal any regulations under this Constitution provided that
(a) at least one (1) week's notice is given to the President;
(b) any regulations made under this Constitution for the purposes of any election or referendum shall not be enacted, amended or repealed between the opening of nominations or an event referred to in s 48(1) and the declaration of the result of that election or referendum;
and

- (c) a resolution of the first possible General Meeting ratifies the enactment, amendment or repeal in accordance with subsection (3).
- (5) The council may enact, amend or repeal any regulations with respect to the operation of the council except for
- (a) the admittance of a member of the council;
 - (b) the tenure of office of a member of the council; or
 - (c) any other matters in regards to the council falling under the powers of the executive or the General Meeting in accordance with this Constitution
- provided that at least one (1) week's notice is given to the President and a resolution of the first possible General Meeting ratifies the enactment, amendment or repeal in accordance with subsection (3).
- (6) In the event that the General Meeting does not accept the enactment, amendment or repeal made under subsections (4) and (5), the regulations become void. Any decision made in accordance with those regulations becomes void unless the General Meeting ratifies the decision with a resolution carried by a two-third majority of the ordinary members present and voting.
- (7) No regulations made under this Constitution shall contain any sexist or racist language or terminology.

Notice to Members

59. (1) A notice required by or under this Constitution to be given to members of the Organisation is deemed to be given by being published in such publications as the Organisation considers appropriate or by way of posters being posted (the minimum) at the following places:
- (a) the Students' Association
 - (b) the Chifley Library
 - (c) the Hancock Library
 - (d) the Law Library
 - (e) the ISSANU office, and
 - (f) the University Union.
- (2) In calculating a period for notice under this Constitution, a day falling outside an academic term is disregarded.

Reporting to Members

60. The President shall bring to the attention of a General Meeting any matter of general interest concerning international students that comes to his/her notice.

Committees

61. (1) The Organisation may, subject to this Constitution, elect committees to perform such functions as it considers necessary from time to time.
- (2) Such committees shall report to the Organisation.

- (3) Although only elected members may vote thereat, any ordinary member may attend the meetings of a committee under this section.

Freedom of Information

62. A member of the Organisation may, at any, reasonable time, view any document of the Organisation, except the following:
- (a) those parts of documents which contain material which is personal and confidential, except to the extent that the material is personal to that member,
 - (b) documents relating to an employee of the Organisation which are personal and confidential,
 - (c) documents put before or produced by any of the committees referred to in section 66, unless the committee concerned otherwise directs, and
 - (d) ballot papers.

Constitutional Amendments

63. Subject to section 48, this Constitution may be amended or a new Constitution ratified by a resolution:
- (a) of which two (2) weeks' notice has been given to the President and of which one (1) week's notice has been given to the members, and
 - (b) which is carried by a two-thirds majority of the ordinary members present and voting at a General Meeting or which is carried by a simple majority of ordinary members voting in a referendum under Division F.

Copies of Constitution

64. The General Secretary of the Organisation shall make available copy of this Constitution and regulations made there-under to a member on request.

Commencement of Constitution

65. This Constitution comes into force on the 31st of March, 1994 or whatever date it is passed by the members except that regulations made under this Constitution for the purpose of election of members shall come into force on the date set down by a General Meeting.