1) **Name**

The club shall be called the ANU Club for Women Inc. It shall be non-party political and non-sectarian.

2) **Objectives of the Club**

a) To provide a meeting ground for members;

b) To promote social intercourse and common activities amongst members of the Australian National University (ANU) community.

3) **Membership**

a) The following shall be eligible for membership:

   i) All current financial and honorary members shall remain eligible for membership;
   
   ii) An employee of the ANU or a spouse or partner of an employee of the ANU;
   
   iii) A former employee of the ANU or a spouse or partner of a former employee of the ANU;
   
   iv) A member of the ANU Council or a spouse or partner of a member of the ANU Council;
   
   v) A former member of the ANU Council or a spouse or partner of a former member of the ANU Council;
   
   vi) A post graduate student of the ANU or a spouse or partner of a post graduate student of the ANU;
   
   vii) A visiting academic at the ANU or a spouse or partner of a visiting academic at the ANU;
   
   viii) A short term visitor at CSIRO, or a spouse or partner of a short term visitor at CSIRO, may be admitted to membership on nomination by a member;
   
   ix) Alumni of the ANU.

b) The Club has no policy for the disciplining of a member.

4) **The Committee**

a) The Committee shall manage all affairs of the Club except those functions required to be exercised by a General Meeting.

b) The Committee shall consist of not more than 12 members which shall include the office bearers. All shall be elected annually but are eligible for re-election.

c) The office bearers shall be the President, Vice-President, Secretary and Treasurer.

d) A Public Officer shall be appointed by the Committee who will fulfil the duties of an Incorporated Club.

e) Absence of a committee member from meetings for six consecutive months without approval of the Committee shall result in the member being asked to resign from office. Casual vacancies shall be filled by co-opting such members as the Committee may decide.
f) The Committee shall meet at least three times a year, additional meetings may be convened by any member. The Secretary shall give notice of a meeting at least 48 hours prior to the meeting, with mention of the general business to be discussed. If a quorum, as defined under 6(a), is not present within 30 minutes of the time set for the meeting, the meeting shall be adjourned to a date and time agreed upon by those present.

g) In the absence of the President, the Vice-President shall preside at meetings. If neither is present, an agreed committee member shall preside.

5) General Meetings

a) Meetings shall be held at least twice a year, the first to be held as early as convenient in the academic year, and the second to be held towards the end of the year. The former shall be a social gathering, and the latter shall be the Annual General Meeting (AGM) for the election of office bearers and ordinary committee members, the presentation and adoption of accounts and any other business that may arise.

b) Four weeks' notice of the AGM shall be given by the Secretary by post and/or email. Other meetings may be called at the discretion of the Committee, giving two weeks' notice.

c) A notice of motion from a member to be considered by a General Meeting must be received by the Secretary 21 days prior to the meeting. The motion will be published on the Club website.

d) If a quorum, as defined under 6(a), is not present at a General Meeting within 30 minutes of the set starting time, the meeting shall be adjourned to the same day in the following week, at the same time and same place.

e) In the absence of the President, the Vice-President shall preside at General Meetings. If both are absent, an agreed member shall preside.

f) Members may request that the Committee convene a General Meeting. The request, to be lodged with the Secretary in writing, shall be signed by a minimum of five members and shall be in the form of a notice of motion. The meeting shall be convened within one month of the request using the same notification procedure as for a General Meeting under 5(b).

6) Quorum and Voting

a) The quorum for a General Meeting shall consist of one fifth of the number of members whose subscriptions are paid to date. The quorum for a Committee Meeting shall be three, at least one of which shall be an office bearer.

b) Every member shall have one vote, which may be in person or by proxy. The form of the proxy shall be devised by the Committee and must be deposited with the Secretary prior to the start of the meeting.

c) A motion is deemed passed if approved by a simple majority vote, with the exception of matters relating to the Constitution (paragraph 7) or dissolution (paragraph 13).

7) Amendment of the Constitution

The Constitution may only be amended by a General Meeting after due notice in accordance with the Associations Incorporation Act.
8) Funds - Source
   a) General Club funds are raised from the annual subscription. The annual subscription shall be the amount that is determined by the AGM. For visitors, as defined under 3(a)vi and viii, whose stay is under 6 months the subscription will be 50% of the annual subscription.
   b) Additional funds raised for any general Club purpose shall be approved by a General Meeting.

9) Funds - Management
   a) All operating expenditure shall be approved by the Committee. Any other expenditure shall be approved by a General Meeting. Cheques must be signed by two authorised committee members.
   b) The financial year shall be from 1 October through to 30 September.
   c) Accounts shall be audited before the AGM. An auditor who is not a member of the Club shall be appointed annually.

10) Liability
    The liability of any member shall not exceed the annual subscription.

11) Records
    a) Records shall be kept of all General and Committee Meetings. All records of the Club shall be retained for at least ten years.
    b) The Treasurer shall keep the financial records and the Secretary shall keep all other records.
    c) All records may be inspected by members within two months of application to the Secretary.

12) Common Seal
    a) The Public Officer shall provide for safe keeping of the common seal.
    b) The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures of two members of the Committee.

13) Dissolution
    a) The Committee may be dissolved by a resolution passed by no less than three-quarters of the membership at a General Meeting called for that purpose.
    b) The Club may be dissolved by a resolution passed by no less than three-quarters of the membership at a General Meeting called for that purpose.
    c) Any funds remaining, after all debts and liabilities have been satisfied and all property has been disposed of, shall be donated to another body having objectives similar to those of the ANU Club for Women Inc.