

CONSTITUTION OF THE [BakeSoc]

1. Name

- 1.1. The name of this club shall be [BakeSoc] and will be affiliated to the University of Canterbury Students Association (UCSA).

2. Purpose, aims, and objectives

- 2.1. Promote [BakeSoc] within the University of Canterbury campus and the wider community.
- 2.2. Fulfil obligations set forth by UCSA and the University of Canterbury.
- 2.3. Guide club decisions with UCSA and UC policy documents.
- 2.4. Grow and foster student engagement and wellbeing on campus
- 2.5. Treat all members of the club and wider student population with fairness and equality
- 2.6. *Bake sales to raise money for charities and bring awareness to issues as well as bringing people together through their love of baking*

3. Membership

- 3.1. Membership shall be open to all University of Canterbury students and the community, provided that majority of members are current students.
- 3.2. Membership of the club will be granted by payment of the annual membership fee [\$10.00]
- 3.3. The Club president must be either a UC student or a UC Alumni.
- 3.4. All members are subject to the regulations contained in this constitution and by joining, the club will be deemed to accept these and the UCSA regulations and codes of practice that the club has adopted.

4. The Executive Committee

- 4.1. There shall be an Executive Committee (hereafter known as the 'Exec') comprising Officers and Committee Members.
- 4.2. The Officers of club shall be:
 - 4.2.1. President
 - 4.2.2. [Vice President]
 - 4.2.3. Treasurer
 - 4.2.4. Secretary
 - 4.2.5. Community Relations Officer
 - 4.2.6. Events Officer
- 4.3. These officers shall be elected at the Annual General Meeting (AGM) and shall hold office until the next AGM, unless they:
 - 4.3.1. Resign, or
 - 4.3.2. Lose by a vote of no confidence at a General Meeting during their term of office, or
 - 4.3.3. Lose a unanimous vote of no confidence by the remaining Exec members, after failing to attend at least three meetings without apology or excuse.
- 4.4. At the AGM there shall be [5] General Committee members elected to the Exec. These shall be in addition to the three elected Officers. They shall hold office until the next AGM, unless they:
 - 4.4.1. Resign, or
 - 4.4.2. Lose by a vote of no confidence at a General Meeting during their term of office, or
 - 4.4.3. Lose a unanimous vote of no confidence by the remaining Exec members, after failing to attend at least three meetings without apology or excuse.

- 4.5. All positions will be elected positions, with nominations being taken from the floor with both a nominator and seconder.
- 4.6. No person may hold more than one position at any one time.
- 4.7. No members shall be eligible for election to the Exec or to vote unless they have paid their subscription prior to the election.
- 4.8. No person shall be eligible for election to the Exec or to vote unless they are a member.
- 4.9. The Exec shall meet at least once each university term.

5. Duties of the officers

- 5.1. President — it shall be the duty of the President to:
 - 5.1.1. Represent the club,
 - 5.1.2. Preside at meetings,
 - 5.1.3. Perform other duties as ordinarily pertain to this office.
 - 5.1.4. Present the President's report annually at the AGM.
- 5.2. Vice President — it shall be the duty of the Vice President to:
 - 5.2.1. Preside in absence of President,
 - 5.2.2. Support the President and represent the club,
 - 5.2.3. Serve as chairperson.
- 5.3. Secretary — it shall be the duty of the Secretary to:
 - 5.3.1. Record minutes of all meetings,
 - 5.3.2. Keep a file of club records,
 - 5.3.3. Maintain current roster of membership,
 - 5.3.4. Keep details updated with the UCSA.
- 5.4. Community Relations – it shall be the duty of the Community Relations to:
 - 5.4.1. Identify liaison opportunities for the club
 - 5.4.2. Identify charities to assist in the annual bake drive
- 5.5. Events Officer – it shall be the duty of the Events Officer to:
 - 5.5.1. Develop events for the club
 - 5.5.2. Manage events when they are being held
 - 5.5.3. Coordinate interclub events
- 5.6. Treasurer — it shall be the duty of the Treasurer to:
 - 5.6.1. Receive and process all funds,
 - 5.6.2. Keep an itemised account of all receipts and expenditures and make reports as directed.
 - 5.6.3. Prepare and present the Financial Statements annually at the AGM.

6. General Meetings

- 6.1. An Annual General Meeting shall be held each year, at a date determined by the Exec:
 - 6.1.1. To receive the President's Report on the state of the Club.
 - 6.1.2. To receive the Financial Report, and the Statement of Assets and Liabilities for the preceding year.
 - 6.1.3. To elect Officers and Committee members for the forthcoming year.
 - 6.1.4. To transact any other general business.
- 6.2. A Special General Meeting shall be called by the Secretary on receiving a written request:
 - 6.2.1. by the President
 - 6.2.2. by at least ten financial members,
 - 6.2.3. or by the Exec on its motion.

6.3. Not less than seven days prior to the Meeting taking place, notice of Annual General and Special General Meetings shall be:

6.3.1. posted on the Club Notice board, and 6.3.2.

communicated to all members via email, and

6.3.3. placed on the club website.

6.3.4. [Facebook]

6.4. The mode of voting at all meetings shall be by a show of hands or a secret ballot.

6.5. At all General Meetings, all members shall be entitled to one vote.

6.5.1. Voting should take place in person.

6.5.2. The committee may allow proxy voting at its discretion if the prescribed method is advertised at the same time the general meeting is called.

6.6. Quorum for an Annual General Meeting or a Special General Meeting shall be 10% of the total number of members or 10 members (inclusive of the Exec), whichever is smaller.

7. Finance

7.1. The club will have a bank account held in the name of the club.

7.1.1. That account will operate under a “two to sign” rule.

7.2. All club monies will be banked into the account held by the club.

7.3. The funds, from whatever source derived, shall be applied only towards the promotion of the aims and objectives of the club or towards legitimate, actual, and legal expenditure on behalf of the club which the Exec authorises.

7.4. The financial year of the club will end on: [November]

7.5. A statement of annual accounts will be presented by the Treasurer at the AGM and uploaded to the UCSA Clubs Portal.

8. Discipline and complainants

8.1. All complaints should be presented in writing to either the President or Secretary.

8.2. The committee will meet to hear complaints within 14 days of the complaint being lodged. If the committee requires guidance on the issue they will bring the complaint to the UCSA Clubs or advocacy staff. The staff will only guide the club in matters of process.

8.3. The committee has the power to take appropriate disciplinary action including the termination of membership. The outcome shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of a decision being reached.

8.4. Student to student complaints that are not club related shall be passed to the University of Canterbury, through the appropriate channels as informed by the UCSA Clubs or advocacy staff.

9. Dissolution

9.1. A resolution to dissolve the club can only be passed at an AGM through a majority vote of membership. Or if the club has not had contact with UCSA for other 6 months, the UCSA executive can deem the club as dissolved.

9.2. In the event of dissolution, any assets of the club that remain will become the property of the UCSA with the aim of holding the resources for the next similar club. If another club is not created within a reasonable amount of time, the resources or funds will be reabsorbed into the UCSA grant pool.

10. Amendments to the Constitution

- 10.1. The constitution can only be changed through agreement by majority vote at an Annual General Meeting or Special General Meeting.
- 10.2. Propose amendments to the constitution are to be made in writing to the secretary 5 days before the annual general meeting.
- 10.3. The secretary will publicise the proposed alterations to the constitution 2 days prior to the annual general meeting.

11. [BakeSoc] hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name: Roger Stoves

Position: President

Signed: Roger Stoves

Date: 12/04/2022

Name: George Hampton

Position: Treasurer

Signed: GH

Date: 24/04/2022