



UNSW

Business Society

Constitution

18th February 2009

1. Preliminary

1.1 Name

- 1.1.1 The official name of the society shall be the University of New South Wales Business Society.

1.2 Aims and Objectives

- 1.2.1 To enrich the university life of all students in the University of New South Wales Australian School of Business by fostering an active community and providing opportunities for personal and professional development.

1.3 Definitions

For the purposes of this Constitution, unless a contrary intention appears in the Constitution,

- 1.3.1 The University shall mean the University of New South Wales.
- 1.3.2 BSOC shall mean the University of New South Wales Business Society.
- 1.3.3 BSOC Body means any body established under the Constitution or Regulations for the purposes of government of BSOC including standing committees, reporting to the Board of Directors.
- 1.3.4 The Board of Directors means the BSOC Board of Directors established under the Constitution as the governing body of BSOC.
- 1.3.5 Constitution means the Constitution of BSOC.
- 1.3.6 The Annual General Meeting shall mean the Annual General Meeting of BSOC held once every year.
- 1.3.7 Members shall mean full members of BSOC as defined by clause 1.4.2.
- 1.3.8 Directors shall mean members of the BSOC Board of Directors.
- 1.3.9 Officers shall mean members who hold positions in any BSOC committee or standing committee.
- 1.3.10 Absolute majority means the integer greater than half of the total members entitled to vote.
- 1.3.11 Academic day shall mean the any during the first or second session of the University's academic year which is not a Saturday, Sunday, public holiday or University holiday.
- 1.3.12 Ex-officio means a person who is a member of a BSOC Body by reason of another office. An ex-officio member shall have the same rights as other members of the BSOC Body.
- 1.3.13 BSOC General Elections means the annual elections for the Board of Directors.
- 1.3.14 Resolution means a resolution passed by a majority of votes cast in a duly constituted and quorate meeting of BSOC.
- 1.3.15 The School shall mean the University of New South Wales Australian School of Business.
- 1.3.16 The Arc shall mean Arc @ UNSW Limited.

1.4 Affiliation

- 1.4.1 BSOC shall be affiliated to the Arc.

1.5 Membership

- 1.5.1 Any list of members of BSOC is to remain with the Board of Directors and the Arc to have sole access. Society lists are not to be given or sold to any other person.
- 1.5.2 Full membership shall consist of all UNSW students who are enrolled in an undergraduate degree in the School.
- 1.5.3 Associate membership shall be open to all persons who are not Australian School of Business students provided they pay an annual membership fee set by the Executive and complete by a membership form prepared by the Executive.
- 1.5.4 Students enrolled in combined degree programs who have completed the Commerce and/or Economics component of their degree are not full members of BSOC.
- 1.5.5 Full members shall not be required to pay any membership fee.
- 1.5.6 BSOC shall not discriminate on the basis of age, gender, sexual preference, marital status, race or religion. BSOC shall comply with Anti-Discrimination legislation in all of its activities or procedures, including the granting of club membership.
- 1.5.7 If enrolment should cease before the end of the year, the duration of a person's membership shall be until the end of Week One in Session One of the following University year.

1.6 Member Rights

Members of BSOC are entitled to the following rights, unless revoked,

- 1.6.1 To attend, be heard and vote at General Meetings.
- 1.6.2 Requisition General Meetings as prescribed by the Constitution.
- 1.6.3 Make appropriate use of facilities and services provided by BSOC under the Code of Conduct provided for in the Regulations.

2. Government

2.1 General

- 2.1.1 The Board of Directors may pass a resolution by a majority of votes cast by Directors present and entitled to vote on the resolution.
- 2.1.3 Unless a contrary intention appears in the Constitution or the Regulations, a member of BSOC cannot hold more than one position on the Board of Directors and there are to be a maximum number of directors as set by clause 2.2.1.2.
- 2.1.4 Unless a contrary intention appears in the Constitution or the Regulations, quorum at Meetings of BSOC Bodies, is that number of members, personally present, who in their own right can exercise an absolute majority of votes.
- 2.1.5 A BSOC Officer may be dismissed from office following a resolution, in a form of words specified in the Regulations, carried by a two-thirds majority of the Board of Directors, at a meeting of the Board of Directors convened to consider the resolution.
- 2.1.6 The Board of Directors shall have power over the management of BSOC.
- 2.1.7 Directors and Officers of BSOC shall, in order of priority, act in accordance with:
 - 2.1.7.1 Decisions of a BSOC Annual or Extraordinary General Meeting,
 - 2.1.7.2 The resolutions of the Board of Directors,
 - 2.1.7.3 The president and,
 - 2.1.7.4 The resolutions of a Standing Committee.

2.2 The Board of Directors

2.2.1 Composition

- 2.2.1.1 The members of the Board of Directors shall consist of twenty-three different Directors elected by the members of BSOC in an election under section 5.
- 2.2.1.2 The Board of Directors shall consist of:
 - 2.2.1.2.1 Chairperson
 - 2.2.1.2.2 President
 - 2.2.1.2.3 Vice-President (External operations)
 - 2.2.1.2.4 Vice-President (Internal operations)
 - 2.2.1.2.5 Vice-President (Activities)
 - 2.2.1.2.6 Vice-President (Sponsorship)
 - 2.2.1.2.6 Treasurer
 - 2.2.1.2.7 Careers Director (3)
 - 2.2.1.2.8 Social Director (3)
 - 2.2.1.2.9 Publications Director (2)
 - 2.2.1.2.10 Education Director (2)

- 2.2.1.2.11 Marketing Director (2)
- 2.2.1.2.12 Human Resources Director (2)
- 2.2.1.2.13 Information Technology Director
- 2.2.1.2.14 Sports Director (2)

2.2.2 Powers and Responsibilities

- 2.2.2.1 The Board of Directors is responsible, subject to the Constitution and the Regulations, for furthering the aims and objectives of BSOC.
- 2.2.2.2 The Board of Directors shall be responsible for coordinating the activities of BSOC. It shall be responsible for resolving difference between and amongst BSOC bodies.
- 2.2.2.3 The Board of Directors shall be responsible for determining the budget of BSOC and of each BSOC body.
- 2.2.2.4 The Board of Directors has power to affiliate with, affiliate to, and join other organisations in order to further the aims and objectives of BSOC provided that it does not conflict with BSOC's affiliation to the Arc.
- 2.2.2.5 The Board of Directors shall have power to acquire and dispose of property; to expend and invest monies of BSOC to further the aims and objectives of BSOC.
- 2.2.2.6 The Board of Directors may, following a resolution carried by an absolute majority, create or rescind Regulations not inconsistent with this Constitution to further the aims and objectives of BSOC.
 - 2.2.2.6.1 The Chairperson must give at least five academic days notice to members of the Board of Directors of any resolution to create, delete or change the Regulations.
- 2.2.2.7 The Board of Directors may delegate any or all of its powers, authorities and functions, (except this power of delegation and the power to make Regulations) following a resolution carried by an absolute majority, to any Standing Committee, Director or Officer of BSOC. Every delegation under this section can be revoked following a resolution of the Board of Directors carried by an absolute majority. No delegation shall prevent the exercise or discharge by the Board of Directors of any of its powers, authorities, duties or functions.

2.2.3 Meetings

- 2.2.3.1 The Board of Directors must meet at least once every calendar month from February to November inclusive.
- 2.2.3.2 The Chairperson is responsible for providing at least five academic days notice in writing to members of the Board of Directors of Board of Directors Meetings.
- 2.2.3.3 Quorum at Meetings of the Board of Directors, is that number of members of the Board of Directors, personally present, who in their own right can exercise an absolute majority of votes.
- 2.2.3.4 Meetings of the Board of Directors shall be convened and conducted pursuant to the Constitution and the Regulations.
- 2.2.3.5 Special Meetings of the Board of Directors shall be held within five academic days of:
 - 2.2.3.5.1 The Chairperson receiving a requisition signed by five members of the Board of Directors stating the business proposed for the Meeting; or
 - 2.2.3.5.2 The Chairperson receiving a request from the President for a Special Meeting.

- 2.2.3.6 On receipt of a requisition pursuant to sections 2.2.3.5, the Chairperson shall immediately notify members of the Board of Directors in writing of the Special Meeting.

2.3 Standing Committees

2.3.1 Creation

- 2.3.1.1 The Board of Directors may, following a resolution carried by an absolute majority, create a Standing Committee in the Regulations to further the aims and objectives of BSOC.
- 2.3.1.2 It is the responsibility of the Board of Directors to recruit members of BSOC to fill positions in Standing Committees.
- 2.3.1.3 No more than twenty positions may be allocated in each Standing Committee.
- 2.3.1.4 Standing Committees of BSOC shall act with the delegated authority of the Board of Directors, within the scope of the delegated responsibility and power.

2.3.2 Powers and Responsibilities

- 2.3.2.1 A Meeting of a Standing Committee may allocate monies from the budget of the Standing Committee. The mechanisms for authorisation and administration of expenditure shall be specified in the Regulations.
- 2.3.2.2 A Meeting of a Standing Committee may conduct business in furtherance of the aims and objectives of BSOC and consistent with the delegation to the Standing Committee from the Board of Directors.
- 2.3.2.3 Standing Committees must cooperate with each other in carrying out their responsibilities in good faith.
- 2.3.2.4 Standing Committees may act jointly in the carrying out of their responsibilities.

2.3.3 Dissolution

- 2.3.3.1 A Standing Committee, created in the Regulations, may be dissolved following a resolution carried by an absolute majority to a Special Meeting of the Board of Directors convened to consider the dissolution of the Standing Committee.

2.3.4 Meetings

- 2.3.4.1 Unless a contrary intention appears in the Constitution or the Regulations, quorum at Meetings of Standing Committees, is that number of members, personally present, who in their own right can exercise an absolute majority of votes.
- 2.3.4.2 Unless a contrary intention appears in the Constitution or the Regulations, at the first Meeting of a Standing Committee after its creation, and subsequently, at the first Meeting of a Standing Committee after the first Meeting of a new Board of Directors, a Convener and Deputy Convener shall be elected by and from the Committee in accordance with the Regulations.
- 2.3.4.3 Unless a contrary intention appears in the Constitution or the Regulations, each Standing Committee shall meet as required, not less than six times each calendar year.
- 2.3.4.4 Meetings of a Standing Committee shall be conducted in accordance with the Regulations.

- 2.3.4.5 Members of Standing Committees shall be deemed to have resigned if they fail to attend two consecutive Meetings of the Standing Committee without apology.

2.3.5 Responsibility of Convenors

- 2.3.5.1 The Convener shall be responsible for convening Meetings of the Standing Committee.
- 2.3.5.2 The Convener shall provide at least five academic days notice in writing to all members of the Standing Committee of Standing Committee Meetings.
- 2.3.5.3 Notice of Meeting should specify date, time, venue and the agenda for the Meeting.
- 2.3.5.4 The Convener shall call a Special Meeting of the Standing Committee if requisitioned to do so in writing by that number of the Standing Committee equal to the next integer greater than a quarter of the number of members of the Standing Committee.
- 2.3.5.5 The Convener shall chair Meetings of the Standing Committee.
- 2.3.5.6 The Convener shall act to:
- 2.3.5.6.1 Facilitate the business of the Standing Committee.
 - 2.3.5.6.2 Implement the resolutions of the Standing Committee.
 - 2.3.5.6.3 Make available minutes of the resolutions of the Standing Committee for the Board of Directors to note and report to the Board of Directors on the affairs of the Standing Committee.
- 2.3.5.7 The Convener must display notice of resolutions from, and minutes of, Standing Committee Meetings on notice boards within a reasonable time of the Meeting. In all but exceptional circumstances, the Convener must display notice of resolutions and minutes before the next scheduled meeting of the Board of Directors.
- 2.3.5.8 The Deputy Convener shall act in the capacity of Convener when the Convener is unwilling or unable to act.
- 2.3.5.9 The Deputy Convener shall assist the Convener whenever necessary and appropriate.

2.3.6 Resolutions

- 2.3.6.1 Within five academic days after notice in accordance with section 2.3.5.7 has been given, six members of the Board of Directors, or, one percent of the members of BSOC, may appeal to the Board of Directors against a resolution of a Standing Committee by delivering a signed notice of appeal, in the form of words prescribed in the regulations, to the Chairperson.
- 2.3.6.2 The Board of Directors must determine the appeal following a resolution in a form of words specified in the Regulations at its next scheduled Meeting, subject to section 2.3.6.3.
- 2.3.6.3 If the Executive determines that the appeal is a matter of urgency, then a Special Meeting of the Board of Directors shall be convened to consider the appeal.
- 2.3.6.4 Resolutions which have been appealed are suspended until the outcome of the appeal has been determined.
- 2.3.6.5 For the purposes of this section a reference to the making of a resolution includes failing to pass a motion which has been moved.

2.3.7 Executive Directors

2.3.7.1 Composition

Executive Directors shall consist of:

- 2.3.7.1.1 Chairperson, who shall chair and convene Meetings and who has a deliberative and casting vote.
- 2.3.7.1.2 President
- 2.3.7.1.3 Vice-President (External)
- 2.3.7.1.4 Vice-President (Internal)
- 2.3.7.1.5 Vice-President (Activities)
- 2.3.7.1.6 Treasurer

2.3.7.2 Powers and Responsibilities

- 2.3.7.2.1 The Executive Directors shall facilitate the ongoing operation of BSOC.
- 2.3.7.2.2 Without limiting the generality of section 2.3.7.2.1, the Executive shall:
 - 2.3.7.2.2.1 Implement, where appropriate, resolutions of BSOC Bodies.
 - 2.3.7.2.2.2 Facilitate the day-to-day running of the premises and facilities of BSOC.
 - 2.3.7.2.2.3 Fulfil individual responsibilities pursuant to section 2.4.

2.3.8 Standing Committees

The powers, responsibilities and composition of the following Standing Committees shall be prescribed in the Regulations.

- 2.3.8.1 Careers Committee
- 2.3.8.2 Education Committee
- 2.3.8.3 Social Committee
- 2.3.8.4 Publications Committee
- 2.3.8.5 Marketing Committee
- 2.3.8.6 Information Technology Committee
- 2.3.8.7 Sports Committee

2.4 Directors

2.4.1 Responsibilities

- 2.4.1.1 Directors shall serve from 1st January to 31st December of the calendar year following their election.
- 2.4.1.2 Aside from their individual responsibilities all Directors must:
 - 2.4.1.2.1 Act in good faith and assist other Directors, Officers and members of BSOC to further the aims and objectives of BSOC.
 - 2.4.1.2.2 Engage in regular and frequent activity in the public forum hosted on the BSOC website.

- 2.4.1.2.3 Engage in regular and frequent activity in the staff forum hosted on the BSOC website.
- 2.4.1.2.4 Act on any other matter as delegated by the Executive, or prescribed by the Regulations.

- 2.4.1.3 Directors who fail to fulfil their responsibilities shall be dismissed from office following a resolution of the Board of Directors passed in a form of words specified in the Regulations, carried by a two-thirds majority of the Board of Directors, at a meeting of the Board of Directors convened to consider the resolution.
- 2.4.1.4 Directors who are absent without apology from two consecutive Meetings including Special Meetings of the Board of Directors shall be deemed to have resigned.

2.4.2 Chairperson

Responsibilities:

- 2.4.2.1 Convene and chair the Board of Directors.
- 2.4.2.2 Monitor performance of the Board of Directors.
- 2.4.2.3 Assist the Vice-President (External) in raising funds for BSOC.
- 2.4.2.4 Aid the Returning Officer(s) in the organisation of the elections of BSOC.
- 2.4.2.5 Ensure that proper notice is given of all Board of Director meetings and all General Meetings.
- 2.4.2.6 Act as President when the President is unable to act.

2.4.3 President

Responsibilities:

- 2.4.3.1 Official Spokesperson for BSOC.
- 2.4.3.2 Represent BSOC on University Committees and other bodies where appropriate.
- 2.4.3.3 Ex-officio member of all Standing Committees of BSOC.
- 2.4.3.4 Manage the overall organisation of BSOC.
- 2.4.3.5 Supervise BSOC affairs and day to day running of BSOC premises.
- 2.4.3.6 Attend Arc Clubs General Meetings

2.4.4 Vice-President (External Operations)

Responsibilities:

- 2.4.4.1 Supervise the Careers and Education Directors.
- 2.4.4.2 Sustain and build external relationships for BSOC.

2.4.5 Vice-President (Internal Operations)

Responsibilities:

- 2.4.5.1 Maintain effective flow of information between the Board of Directors.
- 2.4.5.2 Ensure quality control on all internal BSOC policies.
- 2.4.5.3 Supervise the Publications, Marketing, Human Resources and Information Technology Directors.
- 2.4.5.4 Take minutes at all Meetings of the Board of Directors.
- 2.4.5.5 Oversee the maintenance of the property and equipment of BSOC.

2.4.6 Vice-President (Activities)

Responsibilities:

- 2.4.6.1 Supervise the Social and Sports Directors.
- 2.4.6.2 Attend to all matters of interest to BSOC concerning clubs, associations, and societies formed within the University.
- 2.4.6.3 Attend Arc Meetings.

2.4.7 Vice-President (Sponsorship)

Responsibilities:

- 2.4.7.1 Compile and update the Sponsorship Proposal.
- 2.4.7.2 Secure and manage sponsorship of BSOC.
- 2.4.7.3 Liaise with sponsors.
- 2.4.7.3 Assist other Portfolios with sponsorship-related material and events.
- 2.4.7.4 Oversee and manage the Sponsorship Committee.
- 2.4.7.5 Facilitate the start-up of sponsorship for the following year.

2.4.8 Treasurer

Responsibilities:

- 2.4.8.1 Ensure proper accounts are kept of monies received and payments made.
- 2.4.8.2 Ensure that financial statements are available to all Board of Directors Meetings or on request by a Director as soon as practicable.
- 2.4.8.3 Prepare a budget for the allocation of BSOC funds, subject to the approval of the Executive Directors.
- 2.4.8.3 Provide a year-end balance sheet and statement of income and expenditure to the Board of Directors.

2.4.9 Careers Director

Responsibilities:

- 2.4.9.1 Convene and chair the Careers Committee.
- 2.4.9.2 Coordinate activities and events to encourage professional development of BSOC members.
- 2.4.9.3 Coordinate services, activities and events to inform and support BSOC members on firm recruitment news and events.

2.4.9.4 Edit and produce the BSOC Annual Careers Guide.

2.4.10 Social Director

Responsibilities:

- 2.4.10.1 Convene and chair the Social Committee.
- 2.4.10.2 Conduct social functions for the enjoyment of BSOC members.
- 2.4.10.3 Coordinate the Annual BSOC Camp.
- 2.4.10.4 Coordinate the Annual BSOC Cruise.
- 2.4.10.5 Coordinate the Annual BSOC Dance Party.
- 2.4.10.6 Coordinate the Annual BSOC Ball.
- 2.4.10.7 Coordinate other activities and events to build a sense of community in the School.

2.4.11 Publications Director

Responsibilities:

- 2.4.11.1 Convene and chair the Publications Committee.
- 2.4.11.2 Edit and produce publications requested by BSOC Bodies.
- 2.4.11.3 Ensure the delivery of publications to the printers.
- 2.4.11.4 Ensure campus distribution is carried out.
- 2.4.11.5 Ensure student input into BSOC publications.
- 2.4.11.6 Oversee the publication of the BSOC newsletter and other publications of BSOC.
- 2.4.11.7 Inspect proofs of the BSOC newsletter and other publications of BSOC prior to printing and to have removed any material which, in the opinion of the Publications Director:
 - 2.4.11.7.1 Fails to adhere to the policies of BSOC in relation to publications; or
 - 2.4.11.7.2 Likely to result in legal action against BSOC, a BSOC body, or a BSOC Director or Officer.

2.4.12 Education Director

Responsibilities:

- 2.4.12.1 Convene and chair the Education Committee.
- 2.4.12.2 Coordinate the BSOC Peer Mentoring Program.
- 2.4.12.3 Facilitate the work of Student Representatives in the School.
- 2.4.12.4 Coordinate activities to encourage the personal development of BSOC members.
- 2.4.12.5 To act as a point of contact between BSOC and new students of the university.
- 2.4.12.6 Raise awareness of academic and personal support available to BSOC members.

2.4.13 Marketing Director

Responsibilities:

- 2.4.13.1 Convene and chair the Marketing Committee.

- 2.4.13.2 Coordinate the publicity of BSOC services and events in written, electronic and oral form.
- 2.4.13.3 Ensure the publicity and awareness of BSOC during O-Week.
- 2.4.13.4 Promote participation by BSOC members in all BSOC activities and events.

2.4.14 Human Resources Director

Responsibilities:

- 2.4.14.1 Coordinate a reward and recognition scheme for all BSOC volunteers.
- 2.4.14.2 Recruit volunteers for BSOC.
- 2.4.14.3 Coordinate training for BSOC volunteers.
- 2.4.14.4 Coordinate activities to encourage personal and professional development specifically for BSOC volunteers.
- 2.4.14.5 Manage and update a database of BSOC volunteers.
- 2.4.14.6 Manage and update a database of BSOC Alumni.
- 2.4.14.7 Assist the Board of Directors in recruiting members for their Committees.

2.4.15 Information Technology Director

Responsibilities:

- 2.4.15.1 Convene and chair the Information Technology Committee.
- 2.4.15.2 Maintain and perform updates to the BSOC website.
- 2.4.15.3 Ensure maximum exposure, access and marketing of the BSOC website.
- 2.4.15.4 Assist the Marketing Director in creating promotional material.
- 2.4.15.5 Assist the Publications Director in producing publications.
- 2.4.15.6 Administrate the online forum and gallery.
- 2.4.15.7 Inspect all online announcements, electronic newsletters and any other form of electronic communication prior to publishing on the website and to have removed any material which, in the opinion of the Information Technology Director:
 - 2.4.15.7.1 Fails to adhere to the policies of BSOC in relation to information technology; or
 - 2.4.15.7.2 Likely to result in legal action against BSOC, a BSOC body, or a BSOC Director or Officer.

2.4.16 Sports Director

Responsibilities:

- 2.4.16.1 Convene and chair the Sports Committee.
- 2.4.16.2 Coordinate BSOC Sports Day(s).
- 2.4.16.3 Raise awareness of University sport events.
- 2.4.16.4 Coordinate other activities and events to build a sense of community in the School.

2.5 Directors Elect

- 2.5.2.1 Members elected to a Director position at the most recent General Election, for the period following the declaration of their election until the commencement of their term shall be Directors Elect of BSOC.
- 2.5.2.2 Directors Elect are to assist their respective Directors.

2.6 General Meetings

- 2.6.1 The Chairperson must give a minimum five academic days notice in the form of an agenda of a General Meeting to BSOC members.
- 2.6.2 A General Meeting cannot proceed unless notice has been given.
- 2.6.3 A General Meeting must be held no later than 21 academic days following notice being given.
- 2.6.4 A General Meeting has the power to:
 - 2.6.4.1 Direct BSOC Bodies, Directors and Officers to make any decision or take any action consistent with the Aim and Objectives of BSOC on a motion proposed in the notice for the Meeting.
 - 2.6.4.2 Amend this Constitution on a motion proposed in the notice for the Meeting subject to section 6.
 - 2.6.4.3 Dismiss from office any Director on a motion proposed in the notice for the Meeting.
 - 2.6.4.4 Hold elections to fill any vacancy on the Board of Directors if specifically included in the notice for the Meeting. Such an elected Director will hold office for the remainder of the term filled.
- 2.6.5 The Quorum for a General Meeting shall be fifteen members or one half of the club membership, whichever is the lesser.
- 2.6.6 If a General Meeting fails to reach quorum thirty minutes following the appointed time, then the Meeting cannot proceed until notice has once again been given in accordance with section 2.6. If the Annual General Meeting fails to reach quorum thirty minutes following the appointed time for the Meeting on a second occasion, the Meeting may proceed to consider and accept both the annual report and the financial statement but may not consider motions or resolutions proposed in the notice for the Meeting.
- 2.6.7 General Meetings shall be conducted as prescribed in the Regulations.
- 2.6.8 The Board of Directors is at all times bound by the decisions of a BSOC Annual or Extraordinary General Meeting.
- 2.6.9 BSOC must hold an Annual General Meeting between August and October every financial year, during University session, and held on an academic day.
- 2.6.10 At the Annual General Meeting the following must occur:
 - 2.6.10.1 Annual reports shall be presented by at least the Chairperson, President and the Treasurer.
 - 2.6.10.1 Full financial statements shall be presented and adopted
- 2.6.11 The Chairperson must give notice of an Extraordinary General Meeting if:
 - 2.6.11.1 The Chairperson receives a requisition signed by at least 15 members or half BSOC's membership, whichever is the lesser.
 - 2.6.11.2 Following a resolution, in the form of words prescribed in the Regulations, carried by the Board of Directors.

- 2.6.12 The Chairperson must give notice of an Extraordinary General Meeting no later than five academic days following receipt of the requisition.
- 2.6.13 Extraordinary General Meetings shall be held during University session.
- 2.6.14 The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting.
- 2.6.15 A requisitioned Extraordinary General Meeting must be held within twenty-one (21) academic days, but no sooner than five (5) academic days.

3. Finance

3.1 Financial Year

3.1.1 The financial year of BSOC runs from the 1st August to 31st July each year.

3.2 Budget Formulation

3.2.1 The November or December Meeting of the Board of Directors shall consider a draft BSOC budget prepared by the Treasury Committee and a set budget for BSOC for the following financial year.

3.2.2 The Board of Directors may by resolution alter the BSOC budget.

3.3 Authorised Agents

3.3.1 Two of the Treasurer, the President or the Chairperson shall sign all cheques and other negotiable instruments on behalf of BSOC.

3.3.2 All accounts and expenditures for payment must be within the approved budget set by the Treasurer and approved by the Executive Directors.

3.4 Audit

3.4.1 The Board of Directors may appoint an auditor in consultation with the School.

3.5 Trustee

3.5.1 If it shall become necessary or desirable to appoint a trustee of any real or personal property of BSOC, such a trustee or trustees shall be elected at a General Meeting of BSOC.

3.6 Financial Institution

3.6.1 BSOC shall hold an account with a financial institution on the University of New South Wales campus.

4. Legal

4.1 Publications

4.1.1 The Publications Director is the publisher of all publications produced by BSOC.

4.2 Information Technology

4.2.1 The Information Technology Director is the publisher of all forms of electronic communication produced by BSOC.

4.3 Discipline

4.3.1 The Board of Directors may, following a resolution, in a form of words prescribed in the regulations, carried by an absolute majority, suspend the rights of a member to use the amenities and services of BSOC if, in the view of the Board of Directors the member has damaged the property of BSOC, caused BSOC to be in conflict with the law, or by their actions have brought BSOC into disrepute and no satisfactory explanation has been offered by the member.

4.3.2 The Board of Directors shall not consider a question in accordance with 4.3.1, until all processes in the Regulations dealing with discipline have been exhausted, and the Vice-President (Internal) has made reasonable efforts to contact the member and given the member ten academic days to answer any allegations before the Board of Directors.

4.3.3 A member may appeal to an arbitrator appointed by the School against any disciplinary action taken by the Board of Directors.

5. General Elections

5.1 General

- 5.1.1 The election of any Director to the Board of Directors shall be conducted as prescribed in accordance with the Constitution.
- 5.1.2 All elections shall be conducted by secret ballot, using an optional preferential system.
- 5.1.3 The General Election must include at least fifteen hours of polling.
- 5.1.4 BSOC General Elections must be held in September or October of every year for all Directors.
- 5.1.5 Members of BSOC may vote in elections of BSOC.
- 5.1.6 The positions to be elected are listed in section 2.2.1.2.

5.2 Returning Officer

- 5.2.1 The Board of Directors shall appoint two Returning Officers no later than thirty academic days before the date scheduled for the BSOC General Elections.
- 5.2.2 In the absence of any appointments, the outgoing President and Chairperson shall be the Returning Officers subject to 5.2.3.
- 5.2.3 The Returning Officers shall be independent and impartial and must not participate in the election other than in the capacity of the Returning Officer.
- 5.2.4 The Returning Officers shall be responsible for the entire election subject to this Constitution.

5.3 Nominations

- 5.3.1 Nominations for election to the positions of the Board of Directors shall be accepted by the Returning Officer.
- 5.3.2 Officers of BSOC who will not graduate within the next calendar year may be nominated for a Board of Directors position.
- 5.3.3 The Returning Officer must call for nominations at least two weeks before the commencement of polling and nominations must remain open for a minimum of 5 academic days.
- 5.3.4 A nominee can withdraw their nomination at any time.
- 5.3.5 Candidates may be grouped in a team. A team must fill every position required by section 2.2.1.2 to qualify as a team in accordance with the voting system for the General Election. Individuals who do not meet this requirement must be grouped as individuals and stand as ungrouped candidates.

5.4 Campaigning

- 5.4.1 Campaign material includes but is not limited to signs, banners, posters, sheets, symbols or any representation upon any material which the Returning Officer deems to be related to the Election.
- 5.4.2 Candidates may only affix campaign materials on School designated notice-boards.

Candidates are not to cover more than a reasonable and practicable proportion of any notice-board. What is reasonable and practicable is to be assessed taking into account the use of the noticeboard by the School, the general student body and other candidates.

- 5.4.3 The resources of BSOC and/or the School must not be used to benefit any individual or team.
- 5.4.4 No campaigning is permitted to interfere with tutorials and/or lectures.
- 5.4.5 Any campaigning that is contrary to the spirit, aims or substantive provisions of the Constitution will constitute a breach of the Constitution by the individual nominee and/or the team responsible.
- 5.4.6 Any Member may report any breach of any provision of the Constitution to the Returning Officer. Upon receipt of such report, the Returning Officer will investigate the report before making a determination.
- 5.4.7 In the event of a breach, the Returning Officer may issue a warning to the nominee. This warning must be in writing and immediately affixed to the BSOC noticeboards. The warning will note that any further breach may result in disqualification.
- 5.4.8 Any further breach of the Constitution or a failure to comply with the Returning Officer's decision may result in the Returning Officer immediately disqualifying any individual nominee and/or all nominees on a team.
- 5.4.9 The disqualification will last for the election year, during which no person disqualified will be entitled to be nominated for a position.

6. Constitutional Amendment

6.1 Definitions

- 6.1.1 In this part, a motion refers to a proposition to amend the Constitution in accordance with the Constitution.

6.2 General

- 6.2.1 Any motion to amend the constitution of BSOC must be given to the Chairperson at least twenty academic days prior to the General Meeting at which the motion will be considered, and be in the hand of and signed by thirty members of BSOC, or half of BSOC members, whichever is the lesser.
- 6.2.2 The Chairperson must give notice of the motion in accordance with section 2.6.
- 6.2.3 Quorum for a resolution to amend the constitution of BSOC is thirty members, or one (1) percent of BSOC members present at the General Meeting, whichever is the lesser.
- 6.2.4 The resolution to amend the constitution of BSOC must be carried by two-thirds majority of members of BSOC present at the General Meeting.

7. Constitutional Interpretation

7.1 General

- 7.1.1 Any question, dispute or difference of interpretation of this Constitution and/or the Regulations that arises during a Meeting of a BSOC Body or at a General Meeting shall be resolved by the Chairperson subject to a resolution of the meeting. This interpretation is subject to a resolution of the Board of Directors or a General Meeting.
- 7.1.2 At all other times the Chairperson of BSOC shall interpret the Constitution and Regulations, subject to the resolution of the Board of Directors or a General Meeting.

8. Dissolution

8.1 General

- 8.1.1 Notice of intention to dissolve BSOC shall be given by a requisition of not less than eight percent of members to the Chairperson.
- 8.1.2 The notice of intention shall be in the form of words prescribed by the Regulations.
- 8.1.3 The Chairperson shall cause to be held a General Meeting in accordance with section 2.6 of the Constitution.
- 8.1.4 The resolution to dissolve BSOC, in a form of words as prescribed by the Regulations, must be carried by eighty-five percent of members of BSOC present at the General Meeting.
- 8.1.5 If BSOC is dissolved, the net assets of BSOC may not be distributed to any member of BSOC.
- 8.1.6 Instead, following a resolution of the General Meeting carried by an absolute majority, the net assets must be given to an organisation that has similar aims and objectives to BSOC, and which also prohibits the distribution of surplus and net assets to its members.
- 8.1.7 If no organisation satisfies section 8.1.6 the net assets of BSOC shall be given to the School to hold on trust to further the aims and objectives of BSOC.