

## MELBOURNE UNIVERSITY BOXING

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## Opening Notes

1. According to 2.2 of the GSA Graduate Groups Procedure, every group must have a current, valid, constitution which describes, as a minimum:
  - a) Procedures and quorums for general meetings (inaugural, and annual and special);
  - b) The executive structure of the group;
  - c) A restriction that the group operates as a not-for-profit entity, and that on the winding up of the group any assets may not be distributed to group members, but may only be transferred to another not-for-profit group which has similar objectives;
  - d) The aims of the group, in accordance with 2.3 of the Graduate Groups Procedures;
  - e) Membership requirements, in accordance with the Graduate Groups Procedures; and
  - f) Appropriate disciplinary and dispute resolution procedures.
2. GSA is not responsible for the governance of a Graduate Group and does not wish to mandate the content of a constitution apart from requiring that the requirements above are included. Part 3 of the Graduate Groups Procedures outlines the grounds for disciplinary action GSA can take against a group. So as long as a constitution meets part 3 and does not provide grounds for discipline we will accept it.
3. This model constitution is provided for the use of any GSA Graduate Groups if you choose to use it. Extra provisions may be made to this model constitution on the same terms as note 2.
4. If you wish to use this standard constitution then please fill in the blanks with the name of the Group as appropriate.
5. Please note: if you are an incorporated association or registered charity, or becoming one, you must reconcile our requirements with the model rules for incorporated associations or other relevant legislation.
6. Any constitutional questions can be addressed to the appropriate GSA Staff member.

## The Constitution of the Graduate Student Group

### 1 NAME

- 1.1 That the name of the Group shall be the Melbourne University Boxing (MUB).

### 2 AFFILIATION

- 2.1 When Melbourne University Boxing (MUB) is affiliated to GSA anything contained in this constitution that conflicts with the Constitution of GSA or with any regulations shall be null and void. In all matters not specifically provided for herein, the Constitution of GSA and any regulations shall apply.
- 2.2 The Graduate Group may choose to re-affiliate or affiliate from time-to-time by special resolution.

### 3 AIMS

- 3.1 The aims of the MUB are:

- 3.1.1 “To promote interaction, welfare, and cohesion between graduate students that share the same passion for the sport of boxing and a strong connection among the members through training.”
- 3.1.2 “To promote graduate student welfare and wellbeing through physical activities, including cardio-boxing and technique-focused sessions to help graduate students to release stress and improve their mental health.”
- 3.1.3 “To develop graduate student community and provide social experiences through ‘major boxing event’ pub crawls, weekly trainings, and fun social activities that are focused on boxing-related movements.”
- 3.1.4 “To provide space, support, and voice for under-represented graduate students through semesterly-held fundraising events for certain charities, including (but not limited to) mental health, disability, gender equality, and sustainability. These events shall include voluntary boxing performances by the committees and the members, interactive cardio-boxing sessions with the attendees, and guest graduate-student speakers to share their experiences with the relevant cause.”
- 3.1.5 “To represent graduate students and develop and empower graduate student voice for vulnerable groups, including the survivors of abuse, bullying, and discrimination through the bio-psychological improvements that the sport of boxing can bring.”
- 3.1.6 “To foster collaboration in and the communication of graduate student research and ideas on the scientific linkage between mental health and the sport of boxing through seminars and workshops.”
- 3.1.7 “To create a respectful community that educates, encourages and excites individuals about the sport of boxing. We are proactively assisting members in building healthy mindsets through fitness, establishing foundational knowledge regarding self-defence techniques and meeting like-minded people.”

### 4 MEMBERSHIP

- 4.1 There must be a minimum of six University of Melbourne graduate student members to constitute the MUB.
- 4.2 Membership shall be open to:
  - 4.2.1 All graduate students of the University of Melbourne who subscribe to the aims of the group;
  - 4.2.2 Other persons who subscribe to the aims of the group.
  - 4.2.3 To maintain affiliation with GSA, the Group's membership must be composed of a minimum of 75% Graduate Students from the University of Melbourne.
  - 4.2.4 An associate membership may be offered to those persons who share the group's aims but who would otherwise mean that the group would compromise its 75% graduate student membership. These members shall not be counted as members according to the clauses in this constitution relating to the governance of the organisation.
  - 4.2.5 Associate members can attend all social events and workshops.
  - 4.2.6 Associate membership is limited to a certain number of people and no more members will be accepted.
  - 4.2.7 Casual rate shall be applied for workshops to be accessed by casual attendees that are not members or associate members
  - 4.2.8 Casual rate shall be applied for workshops to be accessed by Associate members until the cost of full membership is reached, and then no fee shall be paid.
- 4.3 A person can be considered a member on having:
  - 4.3.1 Paid a membership fee as exacted at the committee's discretion; AND
  - 4.3.2 Completed a membership form as prepared by the committee.'

## 5 FEES, SUBSCRIPTION AND LEVIES

The management committee may by regulation: a) fix annual and/or semester based membership subscriptions; b) fix such other fees or levies as the management committee considers prudent for the effective and sustainable management of the affairs of the association; and c) determine the time and manner of payment of the subscriptions, fees and levies by members to the association

The management committee may fix subscriptions, fees or levies at different rates for different categories of membership and may determine that no subscriptions are payable by one or more of the categories for any year and/or semester.

On admission to membership a new member must pay the current full year and/or semester's subscription.

The management committee may waive all or part of a member's subscriptions, fees or levies, and may agree terms of payment for a member different from those applicable to other members of the same category, if the management committee is satisfied that there are special reasons to do so.

The voting and other rights of members who have not paid their subscription, fee or levy by the due date are suspended until the subscription, fee or levy is paid unless excused by the management committee in circumstances that satisfy special considerations.

## 6 COMMITTEE AND MEETINGS

6.1 The committee shall have the following members:

6.1.1 An executive consisting of:

- a) The President/Chair, who shall be a student or student alumni, is the representative of the MUB who shall liaise with **GSA**.
- b) The Vice President, who shall be a student or student alumni, is the vice representative of the MUB who shall coordinate the operations of the club.
- c) The Secretary, who shall be a student or student alumni, is responsible for maintaining a current membership list, constitution and minutes of any meetings held.
- d) The Treasurer, who shall be a student or student alumni, is responsible for maintaining the financial records of the MUB.

6.1.2 A Chairperson shall be appointed for all meetings.

6.1.3 The committee shall meet at least twice a semester and have the following powers:

- a) Control over the finances of group; and
- b) Control over the activities of the group.

6.1.4 A committee meeting may be called by any member of the committee, with a minimum of five days' notice.

6.1.5 The committee is at all times bound by the decisions of a Group general meeting. Any committee decision may be overturned by a MUB general meeting.

6.1.6 The Committees may, from time to time, refer to the Executive Advisory Board to seek advice, clarification, and assistance regarding club activities. The Board is in place to ensure that the Group maintains its core values and ensures the longevity of the Group. The Board members comprise the Group's co-founders: Young Ji Han, Ziran Tang, Joel Leifer, Lenin Ocegueda, and Kuansheng Chen. The Board is established for the club's lifetime, and its members are considered a committee with voting rights. Board members can be added or removed by a simple majority vote by the existing co-founders named in this subclause.

6.1.7 Other Management and General Committees shall be appointed through interviews by the Executive Committees. The interviews may be delegated to another committee member appointed by the Executives. The appointed Committees shall have additional voting rights until the next AGM.

6.2 All committee members of the Melbourne University Boxing Club are required to complete "Consent and Sexual Assault Training" at least once per calendar year.

6.2.1 This training must be recognized and accredited by a relevant authority or organization.

6.2.2 Committee members must provide evidence of their completed training to the Executive Board within the calendar year.

- 6.2.3 A grace period of one month beyond the annual deadline will be allowed for any committee member who has not yet provided evidence of training completion. This grace period may be extended at the discretion of the Executive Board.
- 6.2.4 Failure to complete the training or provide evidence within the grace period may result in disciplinary action, which will be determined by the Executive Board at its discretion. Disciplinary measures may include suspension, removal from the committee, or other appropriate actions.

## 7 ELECTIONS AND VOTING

- 7.1 An annual election shall be held at the annual general meeting, during which the current committee members' votes are counted with two points, and regular members' votes are counted with one point.
- 7.2 Casual vacancies may come up from time-to-time and these positions are to be either kept vacant or elected by the committee members by simple majority before being replaced at the annual general meeting.
- 7.3 A committee may conduct elections for positions online but only if this is agreed upon by special resolution.
- 7.4 Voting will be conducted democratically. A simple majority of members present will see any motion passed. All tied motions are lost.

## 8 SPECIAL RESOLUTIONS

- 8.1 Special resolutions may be used by the committee in order to undertake the following changes:
  - 8.1.1 Affiliate, disaffiliate or re-affiliate;
  - 8.1.2 Constitutional amendments or changes;
  - 8.1.3 Elections;
  - 8.1.4 Other motions that the committee has agreed to send to special resolution by simple majority voting.
- 8.2 The procedure for a special resolution is that the committee must agree to it by simple majority voting. With quorum being reached with one third or at least ten (whichever is lesser) of the club committee members present.
- 8.3 The special resolution can then be sent to all members, with at least 5 academic days' notice between sending the special resolution and a taken on the resolution.
- 8.4 Voting will take place on the special resolution according to the elections and voting procedure above, save that an online voting method may be used.

## 9 ANNUAL GENERAL MEETING

- 9.1 There shall be one Annual General Meeting every calendar year, which shall be held during term time in either first or second semester. Five academic days' notice must be given.
- 9.2 At this meeting:

- 9.2.1 Reports shall be presented by the President, Treasurer and any other reports that are deemed necessary.
- 9.2.2 Full financial reports shall be presented and adopted. They will report on finances from the previous AGM to the present AGM.
- 9.2.3 Elections will be held for a new committee, with the new committee to take charge of the Group once the elections have concluded. The term of office for a committee will be from the AGM at the time of their election to the following AGM.
- 9.2.4 Other motions on notice may be discussed and voted upon.
- 9.2.5 General business may discuss motions that are not on notice and vote on them.

## 10 SPECIAL GENERAL MEETINGS

- 10.1 The committee may call general meetings as it sees fit or if they are petitioned. The form and procedure of general meetings will be consistent with the Annual General Meeting except that committee elections will not be held unless notice is given specifically calling for them.
- 10.2 If one-third of the membership should petition the committee for a general meeting, such meeting must take place within **twenty academic days**. **Five academic days**' notice must be given.

## 11 QUORUM FOR MEETINGS

- 11.1 The quorum for meetings shall be:
  - 11.1.1 At a committee meeting, three committee members of which at least one must be an executive member.
  - 11.1.2 At the Annual General Meeting, ten members, including at least seven University of Melbourne graduate students.
  - 11.1.3 At a general meeting, ten members or one-third of the group, whichever is the lesser.
- 11.2 The committee shall be required to give **five academic days**' notice of a general meeting or Annual General Meeting.

## 12 CHANGING THE CONSTITUTION

- 12.1 Constitutional changes require a simple majority of members present voting at a Special General Meeting, Annual General Meeting, or by Special Resolution. Any changes can take effect from the conclusion of the meeting or voting.
  - 12.1.1 Constitutional motions must be presented in writing to the committee at least **ten academic days** before the meeting and notice of these should be sent by mail to the membership **five academic days** before the general meeting to change them.

## 13 ABSENCE FROM MEETINGS

- 13.1 Any committee member absent from two consecutive committee meetings without apology or due cause may, at the committee's discretion, be deemed to have resigned their position.

## 14 IMPEACHMENT

- 14.1 If it is deemed that a committee member should be stood down, by a motion of the committee, or a petition bearing the names of at least two-third of members, impeachment proceedings will take place against the nominated committee member.
- 14.2 At a Special General Meeting or Annual General Meeting, or via special resolution, a motion shall be put to impeach the committee member, provided that at least five academic days' notice has been given to the membership and to the member concerned in writing.
- 14.3 If this passed by a two thirds majority, that committee position will become vacant and a new election held immediately.
- 14.4 The committee member to be impeached will be given at least five minutes to speak or a statement can be sent before the vote is taken.

## 15 DISCIPLINE

- 15.1 A Graduate Group may take disciplinary action against a member if it is determined that the member has failed to comply with the rules of this Constitution; refuses to support the aims of the Group; or has engaged in conduct prejudicial to the Group.
- 15.2 Disciplinary action may be taken on the terms above if it is deemed by a motion of the committee, or a petition bearing the names of at least two-third of members, any member of the club can be expelled.
- 15.3 The Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- 15.4 The members of the disciplinary subcommittee may be Committee members, members of the Association or anyone else; but must not be biased against, or in favour of, the member concerned.
- 15.5 The subcommittee must give the member an opportunity to be heard and consider any written statement submitted by the member. The disciplinary subcommittee may (a) take no further action against the member; or (b) reprimand the member; or (c) suspend the membership rights of the member for a specified period; or (d) expel the member from the Group.
- 15.6 The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.
- 15.7 A person whose membership rights have been suspended or who has been expelled from the Group may give notice to the effect that he or she wishes to appeal against the suspension or expulsion. The notice must be in writing and given to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or to the Secretary not later than 48 hours after the vote.
- 15.8 A disciplinary appeal meeting must be convened in not less than 21 days and all members entitled to vote must be notified about the meeting.
- 15.9 At the meeting the committee must state the grounds for expelling the member and the reasons for taking action. The member whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- 15.10 Following this, the members entitled must vote by secret ballot.

15.11 The decision of the discipline committee will be upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

## 16 DISPUTES

16.1 Disputes may arise that involve: (a) a member and another member; (b) a member and the Committee; (c) a member and the Group.

16.2 Any disputes must be resolved internally by the Group, and an informal resolution should be sought, save where there are serious allegations that should be referred to the appropriate authorities.

16.3 The procedure for handling disputes is separate from discipline, and any member subject to a discipline committee must not pursue a dispute until the conclusion of the discipline process.

16.4 If an informal resolution is not reached within 14 days of the parties becoming aware of dispute, the parties must notify the committee of the dispute, agree to or request the appointment of a mediator, and attempt in good faith to settle the dispute by mediation.

16.5 The mediator must be

16.5.1 a person chosen by agreement between the parties; or

16.5.2 in the absence of agreement—

- a) if the dispute is between a member and another member—a person appointed by the Committee; or
- b) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.

16.6 A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who

16.6.1 has a personal interest in the dispute; or

16.6.2 is biased in favour of or against any party.

16.7 The mediator to the dispute, in conducting the mediation, must (a) give each party every opportunity to be heard; and (b) allow due consideration by all parties of any written statement submitted by any party; and (c) ensure that natural justice is accorded to the parties throughout the mediation process.

16.8 The mediator must not determine the dispute and must keep the dispute confidential.

16.9 If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute at law.

## 17 WINDING UP

17.1 A motion to wind up the MUB must be written and notice of the motion is to be given in the agenda for the General Meeting at which the winding up motion is to be decided. A winding up motion is carried by a simple majority.

17.2 In the event of the Group being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes which is not carried on for the profit or gain of its individual members.

## 18 NON-PROFIT CLAUSE

18.1 The profits (if any) or other income and property of the club must be applied solely towards the promotion of the aims of the club as set out in this Constitution and no portion of it may be distributed, directly or indirectly, to any member of the group whether by way of dividend, bonus or other profits. This does not prevent any payment in good faith by the group for the payment or reimbursement of out-of-pocket expenses incurred by a member of the group on behalf of the group.

## 19 DEFINITIONS

19.1 **Group** refers to the Graduate Student Group.

19.2 **GSA** means the University of Melbourne Graduate Student Association Incorporated.

19.3 An **academic day** is a working day on which teaching occurs during first or second semester of the University's **academic year** that is not a Saturday, Sunday or University holiday.

19.4 **Academic year** means the period commencing on and including the Monday falling on or closest to the first day of March of each calendar year and concluding at the end of the annual examination period.

19.5 **Simple majority** means 50% plus one.