

Schedule Regarding Members and Membership

1. Definitions

- 1.1. The definitions in section 2 of the CA Constitution are applicable to this Schedule, unless a contrary definition appears here, or a contrary intention is evident.
- 1.2. “*e-mail*” shall mean an e-mail addressed to the last address registered with the CA.
- 1.3. “*IGM*” shall mean Inaugural General Meeting.

2. Objectives

- 2.1. To define the circumstances under which the CA shall consider a Member shall be considered defunct.
- 2.2. To outline the expectations of the CA regarding the conduct of Members.
- 2.3. To outline the requirements on and expectations of Provisional Members.

3. Provisional Membership

The IGM of a prospective Member

- 3.1. The IGM of a prospective Member shall be attended by at least 10 members or potential members of the prospective Member, a majority of whom must be students.
- 3.2. The prospective Member shall provide the CA at least two (2) weeks notice of the time and place of an IGM.
- 3.3. At least ten (10) academic days notice of the IGM shall be given, and this notice shall include notification of all the following:
 - 3.3.1. The fact that the meeting is an IGM.
 - 3.3.2. The name of the prospective Member.
 - 3.3.3. The date, location and time of the IGM.
- 3.4. The IGM of the prospective Member shall, at least, deal with all of the following items of business:
 - 3.4.1. The adoption of a constitution or rules.
 - 3.4.2. The appointment of a Returning Officer to conduct the elections at the IGM.
 - 3.4.3. The Election of the first committee of the prospective Member.
- 3.5. Where possible, the Returning Officer of the IGM should be a member of the Executive.
- 3.6. Council may resolve by simple majority to grant Provisional Membership to a prospective Member where the requirements for an IGM have not been met, but may require the prospective Member to hold a SGM to meet any of these requirements.

Applying for Provisional Membership

- 3.7. A prospective Member must provide to the CA all of the following with their application for Provisional Membership:
 - 3.7.1. The minutes of the prospective Member’s IGM.
 - 3.7.2. A list of the people present at the Member’s IGM.
 - 3.7.3. The constitution and/or rules of the prospective Member.
 - 3.7.4. The bank account details of the prospective Member.
 - 3.7.5. A list of all members of the prospective Member, including a list of the committee members and their contact details. Where the

prospective Member has opt-out membership, the prospective Member must provide a list of all known members.

Granting Full Membership

- 3.8. One or more representatives from a Provisional Member must give a report concerning the activities of the Provisional Member at any Council Meeting where granting them Full Membership is being considered. A Council Meeting may not grant Full Membership to a Provisional Member where such a report has not been given.

4. All Members

- 4.1. Members shall be required to give the Executive at least two (2) weeks notice of their AGM.
- 4.2. Members shall be required to notify the Executive of changes to the following within two (2) weeks of the change being made:
- 4.2.1. The Member's constitution.
 - 4.2.2. The membership of the Member's committee.
 - 4.2.3. The Member's bank details.

5. Conduct of Members

- 5.1. The absence of a prohibition against certain conduct in this schedule may not be interpreted as allowing or condoning such conduct. The authority of Council to interpret what constitutes misconduct is in no way limited by this schedule.
- 5.2. Interpretation of this schedule shall rest exclusively with Council.
- 5.3. The conduct of a Member is expected to comply with all of the following:
- 5.3.1. The Member's constitution and rules.
 - 5.3.2. The Constitution of the CA, including any schedules.
 - 5.3.3. Relevant anti-discrimination legislation.
 - 5.3.4. Any other relevant legislation.
 - 5.3.5. The By-laws of the University.
 - 5.3.6. The Statutes of the University.
 - 5.3.7. Any other relevant rules or policies of the University.

Discrimination

- 5.4. A Member may not discriminate on grounds of area of study, age, disability or ability, gender, nationality, race, religion, sexuality or political orientation.
- 5.5. A Member's constitution or rules may prohibit membership of the Member's committee on basis of area of study, age, disability or ability, gender, nationality, race, religion, sexuality or political orientation only where such a prohibition prevents a clear conflict of interest.

6. Defunct Members

Defunct by lack of correspondence

- 6.1. A Member shall be considered defunct if all of the following are true:
- 6.1.1. No Delegate or proxy appearing on the register of Delegates for the Member has been present at a Council Meeting for a period of six (6) months.
 - 6.1.2. At least nine (9) months have passed since any member of the Executive has received official correspondence from any member of the committee of the Member.

- 6.1.3. At least two (2) months have passed, without reply, since the President has sent an e-mail to the Member informing the Member that failure to reply will result in that Member being considered defunct.

Defunct by declaration of the Member's committee

- 6.2. A Member shall be considered defunct if all of the following are true:
 - 6.2.1. At least two (2) members of the Member's committee declare in writing that the club is defunct, and the Executive, after making all reasonable efforts to determine whether the Member is defunct, can find no evidence to the contrary.
 - 6.2.2. A Council Meeting resolves by simple majority to accept the Executive's determination that the Member is defunct.
- 6.3. Reasonable efforts on behalf of the Executive to determine whether a club is defunct should include but are not limited to:
 - 6.3.1. E-mailing the Member, the last known committee of the Member and any known members of the Member.
 - 6.3.2. Determining whether any official communication has been sent by the Member to the CA.
 - 6.3.3. Determining whether any Delegate or proxy of that Member has attended a Council Meeting in the last six (6) months.

Defunct by lack of proof of sufficient membership

- 6.4. A Council Meeting may request by simple majority that a Member prove 10 or more members. Should three (3) months have passed without such proof being provided to Council or the Executive, or should Council find such proof unsatisfactory, Council may resolve by simple majority to consider a Member defunct.