

The Constitution of Unigames

April 12, 2011

1 Name

1. The name of the club shall be: Unigames

2 Definitions

1. Guild - the Guild of Undergraduates of the University of Western Australia
2. University - The University of Western Australia
3. traditional games - games including, but are not necessarily limited to: pen and paper roleplaying games, live action roleplaying (LARP) games, wargames, choose your own adventure books, card games, and board games, but specifically excluding video games.
4. Library - the Unigames collection of books, magazines, dice, boardgames, cards, figurines and other resources for traditional games, (whether literal books or not)
5. the club - Unigames.
6. the society - Unigames
7. Fresher - First time member to the Unigames, (regardless of how many years they have been at university)

3 Objectives

1. To encourage and facilitate the playing, design and production of traditional games in all their forms within University and more widely amongst the community.
2. To remain affiliated to the Societies Council of the Guild
3. To encourage and facilitate all forms of literature dealing with the topics of traditional games.
4. To encourage and facilitate the convening of conventions at which the promotion of traditional games is a part.

5. To produce and distribute any number of club publications promoting the activities of the club.
6. To maintain a Society Library which contains material beneficial to the Objectives of the club as detailed above.
7. To encourage and facilitate the holding of events and functions beneficial to Objectives of the club as detailed above.
8. To encourage and promote cooperation between the club and other societies and community-based organizations representative of the club's interests
9. To ensure that the Society shall not by way of gift; transmit any moneys, grants or property to any person except as detailed in Section 19.

4 Membership of Unigames

1. Ordinary Unigames membership shall be confined to:
 - (a) Members of the Guild
 - (b) Associates of the Guild
 - (c) Honorary life associates of the Guild
 - (d) Members of the University Senate
 - (e) Members of the University Staff
 - (f) Honorary life members of Unigames
 - (g) Students of the University
 - (h) Past Ordinary Members of Unigames
2. Associate Unigames membership shall be made available to
 - (a) Past members of Unigames
 - (b) Past members of the Guild
 - (c) Members of the general public
3. No form of membership shall be made available to members who have been expelled. As detailed: in 14-3.
4. Honorary life membership may be conferred by a two-thirds majority of a General Meeting upon any member who has performed outstanding service to Unigames.
5. The annual subscription for members shall, from time-to time, be set by the committee of Unigames, as bound by the restrictions set by the Guild.
6. Financial memberships: a member ordinary or otherwise who has paid their membership for this academic year, with the exception of honorary life members.

7. Financial memberships shall expire on the first day of semester of the subsequent academic year.
8. Members other than ordinary members shall have all the rights and privileges of ordinary members, but shall not:
 - (a) Be voting members of Unigames
 - (b) Nominate candidates for the offices and committee of Unigames
 - (c) Become or remain office bearers of Unigames

5 General Meetings

1. Unigames shall hold its Annual General Meeting during the first four weeks of each academic year
2. There shall be at least one ordinary General Meeting of Unigames in each academic semester. This includes the Annual General Meeting.
3. The Committee may, at any time, call a Special General Meeting of Unigames
4. The Secretary shall forthwith call a Special General Meeting upon receiving a written requisition from at least 5 financial ordinary members of Unigames, and such meeting shall be held not later than 14 days immediately following receipt of such requisition. If the secretary fails to call the meeting within that time, any of the signatories of the requisition may do so. Any business set out in the requisition shall have priority over all other business.
5. The secretary shall cause written notice of any General Meeting together with the agenda therefore to be posted on Guild notice boards, the Unigames notice boards, or in Unigames or Guild publications at least seven days before the date appointed for that meeting.
6. No General Meeting may be held while a Guild General Meeting is in progress, provided that this shall not apply where the written notice of the meeting was given before the written notice of the Guild General Meeting. Any such meeting being conducted in contravention thereof shall be disbanded immediately on the order of a disciplinary officer of the Guild
7. The quorum of General Meeting shall consist of a 15 ordinary members
8. All General Meetings of Unigames shall be conducted in accordance with the procedures in the Standing Rules and Orders of the Guild Council
9. With exception to any powers expressly granted to the General Meeting elsewhere in this document, or granted in the Guild Statute, the General Meeting shall have no powers.

6 Annual General Meetings of Unigames

1. Before the Annual General Meeting, the secretary shall call for nominations for the offices and Committee of Unigames, and shall include the same in the notice of the Annual General Meeting. Nominations shall close at that meeting.
2. Unigames may, at the Annual General Meeting, elect a patron who, if they indicate their willingness to so, shall hold office until the succeeding Annual General Meeting.
3. The executive office bearers of Unigames shall be elected by the financial ordinary members of Unigames at the Annual General Meeting and
 - (a) Shall consist of President, Vice President, Treasurer, Secretary, Librarian.
 - (b) Only financial ordinary members of Unigames who are members of the Guild shall be eligible as executive office bearers
 - (c) The election shall be conducted by optional preferential ballot for each office in the order shown in section 3a
 - (d) The executive office bearers powers and duties are defined in section 9
4. Additional committee members of of Unigames shall be elected by the financial ordinary members of Unigames at the Annual General Meeting and
 - (a) Shall consist of Fresher Representative, and 3 ordinary committee members
 - (b) Only first time members of the club shall be eligible to be nominated for the position of Fresher Representative.
 - (c) The election shall be conducted by optional preferential ballot for each office in the order shown in section 4a
 - (d) The Fresher Representatives duties are primarily social and are defined in section 9
5. By executive decision of the current president: the immediate past president may be added as a nonvoting advisory member of committee.

7 The Committee

1. The executive office bearers, (President, Vice President, Treasurer, Secretary, Librarian) together with the Fresher Representative, and ordinary committee members shall be known as the committee members.
2. After the Committee has been elected it shall forthwith proceed to appoint from amongst its members a delegate to any subsidiary Guild council to which Unigames is affiliated

3. The committee members shall remain in office until the next Annual General Meeting or until they lose the confidence of a General Meeting, in which their position is declared vacant (see 4)
4. By two thirds majority vote the General Meeting may remove any member of committee, from committee. They must then elect a member to that role, following the rules laid out in Section 6.
5. If an executive office bearer resigns or ceases to hold office for any reason the remaining members of the Committee shall forthwith fill the vacancy so created by appointing thereto a member of the Committee, but such an appointment shall be subject to review at the next General Meeting
6. If an ordinary committee member or fresher representative resigns or ceases to hold office for any reason, or is appointed an office bearer under section 5 above, then the vacancy shall be filled by appointment from the ordinary financial membership by the committee, subject to review at the next General Meeting

8 Committee Meetings

1. The Committee shall meet as such times and places as the President, in consultation with the other committee members shall determine.
2. The Secretary or President shall cause all members of the Committee to receive three days notice of any such meeting including a list of the business to be discussed. This list may be expanded upon during the meeting.
3. The Secretary shall forthwith call a Special Committee Meeting upon receiving a written requisition from at least two Committee members: and any such Special Meeting shall be held not later than seven days immediately following the receipt of such requisition. If the Secretary fails to call the meeting within that time, any one of the members signing the requisition may do so. Any business set out in the requisition shall have priority over all other business
4. The quorum of the Committee shall be four, of who at least two shall be executive office bearers
5. All meetings of the Committee shall be conducted in accordance with the procedures prescribed in the Standing Rules and Orders of the Guild Council
6. Subject to this Constitution, the Committee shall be responsible to the club in General Meeting for giving effect to the objects of the club as set down in section 3 and elsewhere in this Constitution and for carrying on its everyday business and without prejudice to the generality of the foregoing, the committee shall have the power to
 - (a) Acquire and dispose of property; to dispose of monies; to open banking accounts; and to enter into contracts. Unless acting under a

special enabling resolution of a General Meeting, however, the Committee shall not borrow money or incur debts or liabilities on behalf of or in the name of Unigames to a greater amount than five dollars for each and every existing financial member of the club

- (b) Make regulations for the orderly and proper management of the affairs of Unigames, but so that no regulations is inconsistent or repugnant to this Constitution
- (c) To make, alter, or repeal by-laws, and to impose fines for the breach thereof. All by-laws and any alteration or amendment thereof shall be subject to ratification by Societies Council and Guild Council before coming into force.

9 Duties

1. The President shall have the following duties, in addition to those elsewhere in the Constitution and in by-laws and regulations:
 - (a) To coordinate and supervise the work of the committee subject to the authority of the Unigames General Meeting
 - (b) To generally carry out the policy of Unigames
 - (c) To chair Committee and General Meetings of Unigames
 - (d) When immediate action is required in any matter immediately affecting the interests of the society, take such actions as required upon seeking the advice and agreement of another member of the Committee. Any actions taken as such, shall be subject to review at the next committee meeting.
2. The Vice President shall have the following duties, in addition to those elsewhere in the Constitution and in by-laws and regulations:
 - (a) Assisting the President wherever possible.
 - (b) When-ever the President is unavailable, to take on the duties and powers of the President as detailed in 1
3. The Treasurer shall have the following duties, in addition to those elsewhere in the Constitution and in any by-laws and regulations:
 - (a) To keep proper books of account dealing with the property and finances of Unigames and to furnish the Committee with such accounts and information relating to the finances and property of Unigames as the Committee from time-to-time requires
 - (b) To arrange and be responsible for the handling of the petty cash and to render and account to each Committee member of all petty cash
 - (c) To prepare a financial statement detailing income and expenses during their term of office, for presentation at the Annual General Meeting

- (d) To produce and deliver all necessary books, vouchers and other documents to the persons appointed by the Guild Finance committee for the purpose of conducting and audit, insofar as such persons require
 - (e) To produce and deliver all necessary books, receipts and other documents to the persons appointed by the Guild for the purpose of obtaining grants, insofar as such persons require
4. The Secretary shall have the following duties, in addition to those elsewhere in the constitution and in any by-laws and regulations:
 - (a) To record all proceedings of Unigames in the minute book which the Secretary shall cause to be provided for that purpose
 - (b) To provide the Guild with information about Unigames that it requests
 - (c) To keep record of all club members, and their contact information
 - (d) To keep record of any members granted special powers, rights, or responsibilities by committee
 - (e) To keep record of any laws, policies or regulations passed by committee with regards to the day to day running of the club.
 5. The Librarian shall have the following duties, in addition to those elsewhere in the Constitution and in any by-laws and regulations:
 - (a) To maintain the library
 - (b) To maintain the catalog and the borrowers records
 - (c) To research opportunities to expand the library in order with the desires of the club members.
 - (d) To enforce regulations regarding the library as set by Unigames in General Meeting or by Committee
 6. The Fresher Representative shall have the following duties, in addition to those elsewhere in the constitution and in any by-laws and regulations:
 - (a) To look out for the needs, and rights of the Freshers
 - (b) To be aware of, and acquainted with all Freshers of the club
 - (c) To be involved, insofar as is possible, in any Fresher targeted activity the club may run, (such as for example the “Fresher Campaign”)

10 Deposits and Withdrawals of Monies

1. All monies due and payable to Unigames shall be received by the Treasurer who shall lodge them without undue delay in the Unigames Banking Account for the credit of Unigames
2. The President, Vice President, Treasurer, Secretary and Librarian (any two to sign) shall be empowered to jointly sign cheques or forms of authority for the withdrawal of any money standing to credit of the Club in the Unigames Banking Account

11 Payments

1. By the vote of the Committee at the beginning of its term, the treasurer shall be authorized to make payments of up to an amount decided that year for the purchase of consumables, such as stationery, food and cleaning products. These payments are subject to review by Committee..
2. With exception to 11-1. No payments shall be made on behalf or in the name of Unigames unless it has been authorized by the Committee.

12 Major Obligations to the Guild

1. Unigames shall comply with the regulations of the Guild, the rules of Societies Council, and all other provisions enrolled upon the Guild Statutes Book, and the offices and the members shall be jointly and severally responsible for such compliance, and shall be deemed liable in the event on non-compliance therewith

13 Suspension of members

1. Failure to return, in good order, resources of the Library may, at the decision of the Librarian, result in immediate suspension from the club.
 - (a) A member as such suspended shall remain suspended until the next committee meeting. During which committee will discuss the issue and resolve sanctions.
 - (b) A committee meeting must be held with in 14 days of the suspension
2. Failure to pay any fines, levies or debts owed to the Society, may at the decision of the Treasurer, result in immediate suspension from the club. A member as such suspended shall remain suspended until the next committee meeting. During which committee will discuss the issue and resolve sanctions.
 - (a) A member as such suspended shall remain suspended until the next committee meeting. During which committee will discuss the issue and resolve sanctions.
 - (b) A committee meeting must be held with in 14 days of the suspension
3. The President or Vice President, may immediately suspend any member of the club for any reason the librarian or treasurer may, and also for reasons for the preserving the security and/or safety of the club or its members. A member as such suspended shall remain suspended until the next committee meeting. During which committee will discuss the issue and resolve sanctions.
 - (a) A member as such suspended shall remain suspended until the next committee meeting. During which committee will discuss the issue and resolve sanctions.

- (b) A committee meeting must be held within 14 days of the suspension
- 4. The Committee has the ability, by majority vote, suspend any member, if they believe it in the best interests of the club. Such expulsions shall be reviewed at the next general meeting of the club.
- 5. While suspended the member shall be unable to exercise any right as a member including, but not limited to Library usage, and club room access.
- 6. The Committee may discontinue suspension and restore a member to normal standing by a majority vote.
- 7. If for any reason a Committee member is suspended a General Meeting must be held within two weeks to resolve the situation.
 - (a) While suspended, a Committee member may not vote.
 - (b) While one or more executive office bearers are suspended, any decisions made by committee shall be subject to review at the next committee meeting once this situation is resolved.

14 Expulsion of members

- 1. The General Meeting may by two thirds majority vote expel any member or associate.
- 2. The Committee may by two thirds majority vote expel any member or associate, with the exception of an honorary life member or a member who is on Committee, but such expulsion shall be subject to review at the next General Meeting
 - (a) The Committee may instead suspend indefinitely a honorary life member until the next General Meeting, where they may be expelled by two thirds majority vote.
 - (b) The Committee may instead suspend member who is on committee until the next General Meeting (which by Section 13-7 must be held within two weeks), where they may be expelled by a two thirds majority vote.
- 3. Once expelled a member remains expelled and barred from all membership for all time, unless their expulsion is repealed by a two thirds majority vote of a General Meeting

15 Availability of Constitution

- 1. The Committee shall make available on request to all ordinary members copies of this Constitution for less than one dollar per copy.

16 Interpretation of Constitution

1. Subject to provisions enrolled on the Guild Statutes book and to any resolution passed by the Guild Council , Societies Council or any sub-councils there of, with which the club is affiliated with, the President shall have the power to interpret the meaning of any of the provisions contained in this constitution, but the determining decision shall rest with the Society in General Meeting.

17 Alteration of Constitution

1. To amend this Constitution, the following steps must be taken:
 - (a) Any two financial ordinary members of Unigames may not less than four days before the day appointed for the next General Meeting submit to the Secretary a notice of motion by them proposing an alteration to the Constitution
 - (b) The motion may then be considered by Unigames at it next General Meeting and amendments which are relevant to the subject matter thereof may be moved without notice
 - (c) The motion or any amendment thereto shall not be deemed adopted unless it receives a two-thirds majority of the members present.
 - (d) The motion as adopted with any amendments shall come into force upon receiving the approval of Societies Council

18 Library

1. The Library is Unigames' primary asset and as such:
 - (a) Activities detrimental to the Library's contents or use are not permitted
 - (b) It is one of the main duties of Unigames and the Committee to maintain the Library and expand it
 - (c) A reasonable portion of Unigames' annual income should be expended on improving the library and attendant materials.
 - (d) The Library shall be available to all members except as determined by Unigames regulations or by-laws

19 Dissolution

1. In the event of Unigames' disaffiliation to the Societies Council and cessation of activity, resources of Unigames, including the Library, shall be given into the holding of the University Science Fiction Association (Un-iSFA).

- (a) This is given with the understanding that upon the formation of a club of similar spirit and objectives (see 3) to Unigames , as judged by the University Science Fiction Association (UniSFA), comes into being. That These resources shall be passed on to them.
2. In the event of University Science Fiction Association (UniSFA), no longer existing at the time of Unigames Dissolution, resources of Unigames, including the Library, shall be given into the holding of the Societies Council of the Guild.
- (a) This is given with the understanding that upon the formation of a club of similar spirit and objectives (see 3) to Unigames, as judged by the Societies Council of the Guild, comes into being. That these resources shall be passed on to them.

Adopted by General Meeting on _____

As witnessed by:

President: _____	Sign: _____
Vice President: _____	Sign: _____
Treasurer: _____	Sign: _____
Secretary: _____	Sign: _____
Librarian: _____	Sign: _____