

# The Constitution of Unigames

August 20, 2019

## 1 Name

1. The name of the Society shall be: Unigames.

## 2 Definitions

1. Guild - the University of Western Australia Student Guild.
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 - Unigames' collection of books, magazines, dice, boardgames, cards, figurines and other resources for traditional games, (whether literal books or not).
5. The Society - Unigames.
6. Fresher - First time member to Unigames, regardless of how many years they have been at university.
7. Regulation - a rule, passed by Committee, with ongoing consequences to the Society. (For example a Regulation may be made that allows certain members to keep the clubroom open.)

## 3 Objectives

1. To encourage and facilitate the playing, design and production of traditional games in all 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 Society publications promoting the activities of the Society.
6. To maintain a Society Library which contains material beneficial to the Objectives of the Society.
7. To encourage and facilitate the holding of events and functions beneficial to Objectives of the Society.
8. To encourage and promote cooperation between the Society and other societies and community-based organizations representative of the Society's interests.
9. To ensure that the Society shall not by way of gift; transmit any monies, grants or property to any person except as detailed in Section 18.

## 4 Membership of Unigames

1. Unigames membership is targeted at, but not restricted to:
  - (a) Students of the University
  - (b) Members of the Guild
  - (c) Past members of Unigames
2. Membership shall not be made available to persons whom have been expelled. As detailed in Section 14-3.
3. 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.
4. The annual subscription for members shall be set by the Committee of Unigames, as bound by the restrictions set by the Guild.
5. A financial member is a member who has paid their annual subscription for the year.
6. Financial memberships expire 1 day prior to the holding of the Annual General Meeting in the subsequent year from its payment (see Section 6).

## 5 General Meetings

1. There shall be at least one Ordinary General Meeting of Unigames in each academic semester. This includes the Annual General Meeting (see Section 6).
2. The Committee may, at any time, call an Ordinary General Meeting of Unigames.
3. The Secretary shall forthwith call a Special General Meeting upon receiving a written requisition from at least 10 financial members of Unigames.
  - (a) Such meeting shall be held no later than 14 days immediately following receipt of such requisition.
    - i. If the secretary fails to call the meeting within that time, any of the signatories of the requisition may do so.
  - (b) Any business set out in the requisition shall have priority over all other business.
4. The Secretary shall cause written notice of any General Meeting together with the agenda therefore to be posted on Guild or Unigames notice boards, or in Unigames or Guild publications at least four days before the date appointed for that meeting.
  - (a) This agenda may be changed during the meeting, subject to the restriction in 3b if appropriate.
5. No General Meeting may be held while a Guild General Meeting is in progress, provided 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 disband immediately on the order of a disciplinary officer of the Guild.
6. The quorum of a General Meeting shall consist of 20 financial members.
7. All General Meetings of Unigames shall be conducted in accordance with the procedures in the Standing Rules and Orders of the Guild Council.
8. The General Meeting shall, in addition to the powers expressly granted to it by this Constitution, have all powers which are granted to the Committee.

## 6 Annual General Meetings of Unigames

1. Unigames shall hold its Annual General Meeting during the first four weeks of each academic year.
2. Unigames may, at the Annual General Meeting, select a patron who, willing to do so, shall hold office until the succeeding Annual General Meeting.
3. 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.
4. The election of the offices and Committee of Unigames shall be conducted:
  - (a) By approval voting, i.e. each member may vote for any number of candidates.
  - (b) Only financial members of Unigames may nominate, vote, or be nominated.
  - (c) Absentee votes are only accepted in the form of explicit instructions in writing, those instructions being; the names of the candidates, and position(s) for which they are being voted to.
  - (d) Members must have had at least 42 days of membership prior to the election to absentee vote.
  - (e) Absentee votes do not count as attendees for purposes of meeting quorum.
5. The executive office bearers of Unigames:
  - (a) Shall consist of President, Vice President, Treasurer, Secretary, Librarian.
  - (b) Executive office bearers must be:
    - i. Students at the university at the time of their election.
    - ii. Guild members for the duration of their term.
  - (c) The executive office bearers' powers and duties are defined in Section 9.
6. Additional Committee members shall consist of Fresher Representative and 3 Ordinary Committee Members.
  - (a) Only Freshers shall be eligible for the position of Fresher Representative.
  - (b) The Fresher Representatives duties are primarily social and are defined in Section 9. This should be reminded to the general meeting prior to the election.
7. By executive decision of the new president: the immediate past president, if they have not been elected to a Committee position, may be added as a nonvoting, advisory member of Committee for the duration of the President's term.

## 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. 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 Section 7-3).
3. 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.
4. If a Committee member ceases to meet the eligibility requirements for their position, as detailed in Section 6-5b and Section 6-6a, then they shall cease to hold office and the position shall be declared vacant.
5. If an executive office bearer resigns or ceases to hold office for any reason then the vacancy shall either:

- (a) be filled through appointment by Committee with an existing member of the Committee, subject to review at the next General Meeting.
    - i. When reviewing, a simple majority vote of the General Meeting will confirm the appointment. If such a vote fails, the position must be immediately filled by election (as per Section 6).
  - (b) or it may remain vacant and be filled by election (as per Section 6) , at the next General Meeting, which must be held within the next 2 weeks.
6. If an ordinary Committee member or Fresher Representative resigns or ceases to hold office for any reason, (including appointed an executive office bearer under 5 above,) then the vacancy shall either:
- (a) be filled through appointment by Committee from the financial membership of the club, subject to review at the next General Meeting
    - i. When reviewing, a simple majority vote of the General Meeting will confirm the appointment. If such a vote fails then the position must be immediately filled by election (as per Section 6).
  - (b) or it may remain vacant and be filled by election (as per Section 6), at the next General Meeting, which must be held within the next 2 weeks.
7. No member of Committee may fill two roles simultaneously. Upon being appointed to a second position, they immediately cease to hold the first (and are subject to the rules given by Section 7-5 and Section 7-6).

## 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 Committee shall only exercise its powers (as defined in this constitution or in Regulations) at a properly convened meeting of the Committee, except as elsewhere provided in the Constitution.
3. 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.
  - (a) A meeting may be called without this notice, if seven or more, eligible to vote, Committee members are present, at least four of whom are executive office bearers.
4. The Secretary shall forthwith call a Special Committee Meeting, upon receiving a written requisition from at least two Committee members.
  - (a) Any such Special Meeting shall be held not later than seven days immediately following the receipt of such requisition.
    - i. If the Secretary fails to call the meeting within that time, any one of the members signing the requisition may do so.
  - (b) Any business set out in the requisition shall have priority over all other business
5. The quorum of a Committee meeting shall be five Committee members, whom are eligible to vote, of which at least three must be executive office bearers.
6. All meetings of the Committee shall be conducted in accordance with the procedures prescribed in the Standing Rules and Orders of the Guild Council.
7. Subject to this Constitution, the Committee shall be responsible for giving effect to the objectives of the Society (see Section 3) and for carrying on its everyday business.
8. Towards this end, the Committee shall have the power to:

- (a) Acquire and dispose of property; to dispose of money; to open banking accounts; and to enter into contracts.
    - i. 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 Society.
  - (b) Make Regulations for the orderly and proper management of the affairs of Unigames.
    - i. So long as no Regulation is inconsistent with, or repugnant to, this Constitution
  - (c) Impose fines for the breach of this Constitution, or Regulations.
9. These powers are in addition to any other powers given in this Constitution (in particular, see Section 13).

## 9 Duties and Powers

1. The President shall have the following duties and powers, in addition to those elsewhere in the Constitution and in any Regulations:
  - (a) To coordinate and supervise the work of the Committee
  - (b) To carry out the will of Unigames
  - (c) To chair Committee and General Meetings of Unigames
  - (d) When immediate action is required in any matter affecting the interests of the society:
    - i. To take such actions upon seeking the advice and agreement of another member of the Committee (preferably the Vice President).
    - ii. Any actions taken as such, shall be subject to review at the next Committee meeting.
2. The Vice President shall have the following duties and powers, in addition to those elsewhere in the Constitution and in any Regulations:
  - (a) Assisting the President wherever possible.
  - (b) Whenever the President is unavailable, to take on the duties and powers of the President as detailed in Section 9-1.
3. The Treasurer shall have the following duties, in addition to those elsewhere in the Constitution and in any Regulations:
  - (a) To keep proper books of account dealing with the property and finances of Unigames and to furnish the Committee with such information upon request.
  - (b) To arrange and be responsible for the handling of the 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 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 Regulations:
  - (a) To record and distribute all proceedings of Unigames in all meetings.
  - (b) To provide the Guild with information about Unigames, upon request.
  - (c) To keep record of all Society members, and their contact information.
  - (d) To keep record of any members granted special powers, rights, or responsibilities by Committee (for example Gatekeepers).

- (e) To keep record of any Regulations passed by Committee.
5. The Librarian shall have the following duties, in addition to those elsewhere in the Constitution and in any Regulations:
    - (a) To maintain the library.
    - (b) To maintain the catalogue and the borrowers records.
    - (c) To research opportunities to expand the library, with respect to the desires of Society members.
    - (d) To enforce Regulations regarding the library.
  6. The Fresher Representative shall have the following duties, in addition to those elsewhere in the constitution and in any 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 Society, insofar as is possible.
    - (c) To be involved, insofar as is possible, in any Fresher targeted activity the Society may run, (such as the “Fresher Campaign[/s]”).
  7. Should any of the Committee members be temporarily unable to fulfill their duties, as defined above, another willing member of Committee shall, at the request of Committee take on some, or all, of their duties. (For example if the Secretary has vanished, the Committee may ask the President to announce call a Special General Meeting).

## 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. Any two Executive Office Bearers of Unigames shall be empowered to jointly sign cheques or forms of authority for the withdrawal of any money from the Unigames Banking Account.

## 11 Payments

1. The Committee may define a weekly budget from which the Treasurer may authorise the purchasing of consumables. These payments are subject to review by Committee.
2. Any Committee member may make payments for printing on behalf of Unigames. These payments are subject to review by Committee.
3. With exception of the consumable and printing payments (Section 11-1 and Section 11-2), and the executive power of the President (Section 9-1): 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 rules of Guild and Societies Council, and all other provisions enrolled upon the Guild Statutes Book.
  - (a) All Office Bearers shall be jointly and severally responsible for such compliance, and shall be deemed liable in the event of noncompliance therewith.
2. Such rules supersede the Regulations of Unigames, and this Constitution, if and where contradiction occurs.

## **13 Suspension of members**

1. Failure to return, or damage to, the resources of the Library may, at the decision of the Librarian, result in immediate suspension from the Society.
  - (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
2. Failure to pay any fines, levies or debts owed to the Society, or theft from the Society, may at the decision of the Treasurer, result in immediate suspension from the Society.
  - (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.
3. The President or Vice President, may immediately suspend any member of the Society for any reason the Librarian or Treasurer may, and also for reasons for the preserving the security or well-being of the Society or its members.
  - (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 to suspend any member if they believe it in the best interests of the Society. Such suspensions shall be reviewed at the next General Meeting of the Society.
5. While suspended the member shall be unable to exercise any right as a member including, but not limited to Library usage, and clubroom access.
6. The Committee, or General Meeting, may discontinue suspension and restore a member to normal standing, or to impose other sanctions. (Such as expulsion (see Section 14) or continued suspension for a fixed amount of time.)
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 in Committee meetings.
  - (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. While expelled the former member or associate shall be unable to exercise any right as a member including, but not limited to, Library usage and clubroom access.
3. Once expelled the former member or associate remains expelled and is barred from membership for all time.
4. Expulsion can be repealed by a two-thirds majority vote of a General Meeting

## **15 Availability of Constitution**

1. The Committee shall make available, on member's request, copies of this Constitution.

## 16 Alteration of Constitution

1. To amend this Constitution, the following steps must be taken:
  - (a) Any two financial 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 its 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 be deemed adopted if it receives a two-thirds majority of the General Meeting.
  - (d) The motion as adopted with any amendments shall come into force upon receiving the approval of Societies Council.

## 17 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 excluded by this Constitution and Unigames Regulations.

## 18 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 (UniSFA).
  - (a) This is given with the understanding that upon the formation of a club of similar spirit and objectives (see Section 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 Section 3) to Unigames, as judged by the Societies Council of the Guild, comes into being, that these resources shall be passed on to them.



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Prepared by Lyndon “Frames” White, with the assistance of Hannah Gifford (SOC President 2011), and club members. Drawing on surviving fragments of the original constitution.

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Revisions Adopted by General Meeting on 11 August 2016

Revisions Adopted by General Meeting on 3 March 2017

Revisions Adopted by General Meeting on 9 May 2017

Revisions Adopted by General Meeting on 2 August 2019

As witnessed by:

**President:** Alaura Evans

**Vice President:** Aoibhinn O’Shea

**Treasurer:** Taylor Home

**Secretary:** Donald Sutherland