



# **CONSTITUTION**

of the

## **Anthropology, Biological anthropology, Archaeology, and Cultural Heritage Society Est. 2012**

**Including the Terms of Reference of Members of the  
ABACUS**

As passed at the Annual General Meeting 22 October  
2014 (Amended in 2020)

**Division One: Establishment**

**Section 1 Commencement**

1. This constitution shall come into effect immediately after it is passed at a General Meeting, at which time the prior Constitution of repealed.

**Divisions Two: Objectives and definitions**

**Section 2 Objects**

1. The objectives of ABACUS shall be:
  - a) to promote academic, social and cultural activities of common concern to members of ABACUS;
  - b) to promote the pursuit of learning amongst the members of ABACUS;
  - c) to foster fellowship and good working relations with groups, including, but not restricted to The School of Archaeology and Anthropology at the University, CAS ,students of archaeology, lecturers and other societies at the University;
  - d) to, where deemed appropriate, act as an advocate for members to the University.

**Section 3 Interpretation**

1. For the purpose of this Constitution, unless the contrary intention appears:
  - a) "ABACUS" and "Society" shall be in reference to the Archaeology, Biological Anthropology and Cultural Heritage Society;
  - b) "University" shall be in reference to the Australian National University;
  - c) "CAS" shall be in reference to the Canberra Archaeological Association;
  - d) "ANUSA" shall be in reference to the Australian National University Students' Association;
  - e) "PARSA" shall be in reference to the Australian National University Postgraduate and Research Students' Association Inc.;
  - f) "GAC" shall be in reference to the Australian National University Grants and Affiliation Committee;
  - g) "General Meeting" shall be in reference to a Ordinary General Meeting (OGM), Special General Meeting (SGM) or Annual General Meeting (AGM);
  - h) "Student" shall be in reference to any student of the University who retains a membership of either PARSA or ANUSA;

- i) "Member" shall be in reference to a member or associate member of ABACUS;
- j) "Semester" shall be in reference to the time set aside as an academic semester of the University;
- k) "Term" shall be in reference to the time set aside as an academic teaching period of the University;
- l) "Simply Majority" shall mean 50% (or, where this is not a whole number, the next whole number above one half), plus one
- m) "Executive" shall be in reference to the elected representative members of ABACUS; and
- n) "Day" shall be in reference to a day of any University semester

### **Division Three: Membership**

#### **Section 4 Categories of membership**

1. Any member of ANUSA or PARSA who subscribes to the objectives of the Society is eligible for membership to the society
2. The membership of ABACUS shall be confined to:
  - a) students of the Australian National University (inclusive of undergraduates and postgraduates)
  - b) such other persons who are admitted at the discretion of the Society; and
  - c) current full-time, part-time and casual staff of applicable disciplines.
3. The membership of ABACUS shall be divided into the following categories:
  - a) Ordinary members;
  - b) Associate members;
  - c) Staff members;
  - d) Honorary members; and
  - e) Life members.
4. Associate members shall be those members of ABACUS who are appointed at the discretion of the Society.
5. Honorary members of ABACUS shall be:
  - a) those who have, at any time, held the office of President of ABACUS or any of its previous manifestations; and
  - b) those who are or have been connected with the ABACUS and have been so appointed at the discretion of the Society.
6. Life members of ABACUS shall be those members who have given outstanding service and contribution to ABACUS over numerous years. Life members shall be appointed by passage of a motion to that effect at a General Meeting.
7. Ordinary members shall be all those members who are not Associate, Honorary or Life members of the Society.

8. Subject to any other provisions of this Constitution, all Ordinary and Associate members shall be entitled to:
  - a) propose and second any motion at a General Meeting;
  - b) propose and second the nomination of any member for election;
  - c) vote on any motion put forward at a General Meeting;
  - d) vote in any election sanctioned by the Society
  - e) speak at any General Meeting; and
  - f) participate in all events sanctioned by the Society.
9. Staff members shall be entitled to:
  - a) speak at any General Meetings; and
  - b) participate in all events sanctioned by the Society.

### **Section 5 Subscription and Extraordinary Fees**

1. Ordinary and Associate membership of the Society shall require the payment of an annual fee to be determined every year by the incoming Executive.
2. Staff, Life and Honorary membership shall not attract a subscription fee.
3. With the exception of Staff, Life and Honorary members, no person shall be a member of ABACUS until payment of the annual subscription fee is confirmed by the Treasurer.
4. The Executive may impose an additional fee upon members to defray the costs of any extraordinary activities carried on for the benefit of all members.
5. No fee for membership shall be greater than \$20 for members of the Association (ANUSA) or PARSA.
6. Membership resets at the commencement of each academic year

### **Section 6 Cessation of membership**

1. A person ceases to be a member of the Society if the person:
  - a) dies; or
  - b) ceases to be a student at the Australian National University.

### **Division Four: The Executive**

#### **Section 7 Powers of the Executive**

1. The Executive, subject to this constitution and to any resolutions passed at a General Meeting of the Society, shall:
  - a) control and manage the affairs of ABACUS; and
  - b) have the power to perform all such acts and do those things as appear to the Executive to be necessary or desirable for the proper management of the affairs of ABACUS

#### **Section 8 Constitution and Membership**

1. The Executive shall consist of:

- a) the President;
- b) the Vice-President;
- c) the Secretary
- d) the Treasurer
- e) Publication Officer
- f) General Representative
- g) First Year Representative

### **Section 9 Eligibility**

1. Only Ordinary members are eligible to run for election to the Executive.
2. Only a student enrolled in a first year course is eligible to run for the election to the position of First Year Representative.
3. Only a student enrolled for a full academic year is eligible to run for an Executive position.

### **Section 10 Election to the Executive**

1. Members of the Executive, with the exception of the First Year Representative, shall be elected in an election to be held in the fourth term of the academic year.
2. Subject to section 9, all members shall be eligible to stand for any position which is determined by any election held pursuant to subsection 10.1.
3. Members who are nominated for more than one position shall give an order of preference. In the event of the member receiving sufficient votes to be elected to more than one position of the Executive, the member shall be elected to their first preference position.
4. Any member elected to the Executive, shall commence their tenure on the last day of classes of that year, once a handover has been prepared by the exiting committee and shall hold that position until the following year's last day of class.
5. First Year Representative shall be elected in separate elections, held at a time determined by the Executive, but such an election must take place before the end of the third week of the first academic term.
6. The term of a First Year Representative shall end at midnight on the day when the First Year Representative for the following year has been declared elected.

### **Section 11 Casual vacancies**

1. There shall be a casual vacancy in the Executive when a member of the Executive:
  - a) ceases to be a member of ABACUS
  - b) resigns from the Executive
  - c) is removed from the Executive
  - d) is absent from three Executive meetings without leave of the President or misses eight meetings in total, unless there are extenuating circumstances.

2. Where a vacancy for a member of the Executive arises, the position shall be filled as soon as practicable by a by-election held, and the person elected shall occupy the office for the remainder of the term of office of the person being replaced.

### **Section 12 Meetings of the Committee**

1. The quorum for a meeting of the Executive shall be four of its number. If this is not attained, a second count may be taken within 30 minutes of the scheduled meeting time. Failing this, the meeting must be abandoned.
2. Meetings of the Executive shall be set, chaired and held by the Secretary or another member of ABACUS at the President's discretion.
3. Meetings of the Executive shall take place at least twice per semester.
4. Members of the Executive shall be given at least 48 hours notice of a scheduled meeting.
5. Minutes shall be taken of all resolutions and proceedings of the Executive and such minutes shall be open to inspection by any member of ABACUS. The minutes shall be published in a digital format.
6. Voting at an Executive meeting shall be by simple majority.
7. In the event of a tied vote, the Chair shall have a deliberative vote.
8. Procedure at the meeting shall be at the discretion of the Chair of the meeting.
9. Every meeting of the Executive must be attended by either the President or Vice-President.

### **Section 13 Changeover meeting**

1. Within such time as is reasonable following the election of a new Executive, a change-over meeting shall be held, to be attended by the incoming and outgoing Executive members. At this meeting all relevant documents and information shall be given to the incoming Executive, and corresponding members shall discuss and evaluate their terms of reference.

### **Division Five: General Meetings**

#### **Section 14 General Meetings: General**

1. At least one General Meeting of ABACUS shall be held in each academic semester, upon a date and at a time to be fixed by the Executive.

#### The Ordinary General Meeting

2. The General Meeting at which the First Year Representative shall be termed the Ordinary General Meeting, and shall be held in the first term of the academic year.

#### The Annual General Meeting

3. The final General Meeting of the year shall be termed the Annual

General Meeting and shall be held in the fourth term of the academic year.

### Special General Meetings

4. The Executive may, whenever it thinks fit, convene a Special General Meeting of the Common Room.

### **Section 15 General Meetings: Notice**

1. Members shall receive not less than seven days notice of the time and place of any General Meeting of ABACUS.
2. There shall be an agenda published not less than two days prior to any General Meeting of ABACUS.
3. A member desiring to bring any business before a General Meeting must give written notice of that business to the Secretary before the publication of the agenda, who shall include that business into the proceedings of the Meeting.
4. Notice of a General Meeting, and its subsequent agenda, shall be posted at such appropriate places as are deemed practicable by the Executive.

### **Division Six: Elections**

#### **Section 16 Elections**

##### General

1. This section shall apply to the election of:
  - a) members of the Committee;
  - b) the First Year Representative;
  - c) and other elections as the Executive declares.
2. Candidates' statements shall be in accordance with all the Hall's policies and shall not mention other candidates either directly or by inference.

##### Voting

3. Voting shall be by means of a secret ballot.
4. It must be ensured that all voters are able to cast a vote without harassment.

##### Counting the vote

5. The count shall take place immediately following the conclusion of

- polling.
6. The votes shall be counted by the single transferable vote system
  7. The outgoing President and Secretary will be in charge of counting any vote.

## **Division Seven: Governance Clauses**

### **Section 17 Office Bearer Provisions**

1. Provisions for the election of office-bearers by members:  
This is typically done through an Annual General Meeting (AGM), at which all members of the Society are eligible to run and vote in elections. It is acceptable to have some positions be autonomous to a certain group (e.g. a Wom\*ns Officer who must identify as a wom\*n, and whose election can only be voted on by members who identify as wom\*n). It is also acceptable to have affirmative action requirements for your executive, if you so choose.
2. Provisions for the removal of office-bearers by members:  
Members are able to remove office-bearers, through a resolution at a general meeting.
3. Provisions for the direction of office-bearers by members:  
Members are able to bind the Executive and individual office-bearers to take certain actions through resolutions that they can raise at general meetings.
4. Provisions for opportunities for members to actually engage in the election, removal and direction of office-bearers:  
Members may call Special General meetings, which are triggered by 10 members of the Society signing a petition to call one. Alternatively, Special General Meetings may be called through the occurrence

## **Division Eight: Miscellaneous**

### **Section 18 Management of funds**

1. The assets and income of ABACUS shall be applied solely in furtherance of the objects of ABACUS and no portion shall be distributed directly or indirectly to the members of ABACUS except as:
  - (a) Bona-fide remuneration for services rendered by the members to the Club/Society;
  - (b) Repayment of expenses incurred on behalf of the Club/Society;
  - (c) interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the clubs/society's bankers for money lent to the club/society;
  - (d) bona-fide rent for premises let to the club/society
2. The Executive shall not purchase any asset over the value of \$150 without the approval of the members at a General Meeting.



### Signatories

5. All use of ABACUS monies shall require the prior approval of the Treasurer and either the president or the Vice-President.
6. The financial accounts of ABACUS shall be managed by the Treasurer.

### **Section 19 Amendment of this Constitution**

1. Amendment of this Constitution shall only be considered by the Executive as a whole at a General Meeting
2. Members shall be given no less than two days notice of any proposed amendments to this Constitution.
3. Amendments shall come into effect immediately after they are passed by the passage of a motion to that effect at a General Meeting.
4. For any motion discussing the amendment of this Constitution, a two thirds majority of members who are present and eligible to vote must support the motion.
5. No amendments to this constitution shall be validly enacted except where the Clubs Council Executive is given notice by email of the amendment at least 5 days prior to the moving of the amendment. The email shall request an interpretation as to whether the proposed amendment will affect the continued eligibility of the club for affiliation.
6. Any interpretation of this constitution or the resolution of any dispute under it may be appealed to the Association Clubs Council Secretary. The decision of the Clubs Council Secretary may be appealed by the means set out in the constitution and regulations of the Association.

### **Section 20 Affiliation**

1. This Society is affiliated to the Clubs and Societies Committee of the ANU Students' Association and the Postgraduate and Research Students' Association and anything in this Constitution which is inconsistent with the ANU Students' Association Clubs and Societies Regulations is null and void to the extent of inconsistency.
2. The club must fulfil its obligations under the Association's Clubs Regulations.

### **Section 21 Not-for-profit**

1. The assets and income of the Society shall be used only for the promotion of the Society's objectives and no portion may be paid or transferred directly or indirectly to members of the Society except as:
  - Bona-fide remuneration for services rendered by the members to the Society
  - Repayment of expenses incurred on behalf of the Society
  - Interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the Society's bankers for money lent to the Society; and
  - Bona-fide rent for premises let to the Society

### **Section 22 Dissolution**

1. Where all or a majority of the Executive or Trustee positions are not filled at a general meeting, the Clubs Council may appoint the remaining positions on an interim basis or dissolve the Society.
2. The Society shall, as soon as is practicable, hold another general meeting at which the positions filled by the Clubs Council shall be filled by election or dissolve the Society.
3. Upon failure to elect a majority of Executive positions at the General Meeting referred to in section [section of your constitution dealing with general meetings], not inclusive of those filled by Clubs Council, the Society shall be dissolved.

Dissolution clauses:

4. The Society can be dissolved by decision of the current membership at a general meeting, when the Society ceases to operate due to no members being elected to the executive/trustee positions or appointed by the Clubs Council Executive.
5. Upon dissolution, disaffiliation or failure to re-affiliate by the end of the first teaching period, any net assets, property, funds or money shall not be distributed among the members but shall be given or transferred to the Association except for those sourced by means other than Clubs Council grants in the current and previous calendar year. The proprietary interest of the Association arises at the point that the Club is no longer affiliated.

**Decency requirement**

No club may be affiliated if the purpose of the club is sexist, racist, homophobic or otherwise discriminatory.

This is quite clear. If your Society's purpose or objectives mean that the Society has to behave in an inherently discriminatory way, it will not be permitted to affiliate.

## **Table One: Terms of Reference for the Members of the ABACUS Executive**

### The President

1. The President of the Executive shall:
  - a. Perform such acts and exercise such powers of ABACUS, as are necessary to give effect to the objectives of ABACUS;
  - b. Coordinate and ensure that all members of the executive are fulfilling their roles;
  - c. Act as principle representative of ABACUS within the University
  - d. Liaise with the Department, CAP and deal with ANUSA requirements for affiliation.
  - e. Propose and organize events that are interesting and educational for ABACUS members

### The Vice-President

2. The Vice President shall:
  - a. Fulfill the roles of the President at any such time as the President is unable to do so, up to a maximum of one month, at which time a by election shall be called;
  - b. Act as the principle representative of ABACUS to the wider community (CAS).
  - c. Advertise all lectures and field opportunities to the members of ABACUS

### The Secretary

3. The Secretary shall:
  - a. Keep, or ensure the keeping of, full and accurate minutes of all meetings of the Executive and of ABACUS as a whole;
  - b. Keep records of all elections and appointments of Executive members;
  - c. Maintain an accurate and complete copy of the ABACUS constitution and Standing Orders, and ensure that they are freely available to all members of ABACUS;
  - d. Maintain all social and digital media (Facebook/email) in line with the spirit of ABACUS
  - e. Maintain an up to date member list, including contact information
  - f. Determine the date, time and location of all Executive meetings;
  - g. Ensure that all the handovers of the Executive are completed, and shall ensure that they are passed to the correct people for the following year.

### The Treasurer

4. The Treasurer shall:

- a. Keep and maintain the financial accounts of ABACUS, and be responsible to the members for all financial matters relating to ABACUS;
- b. Prepare and present, at the AGM of ABACUS, a statement of receipts and expenditures for the year immediately preceding that Meeting;
- c. Prepare a budget of projected financial performance to be presented and approved at the OGM at the beginning of his or her term of office;
- d. Ensure that all subscription fees have been paid and are transferred into the ABACUS' bank account.
- e. Work to obtain appropriate grants and funding from GAC/ANUSA
- f. Decide the cost of tickets to any event or activity to be run by ABACUS, in consultation with the Executive; and
- g. Raise other monies through sponsorship/fundraiser means.

Publication Officer:

5. The Publication Officer shall:
  - a. Produce the society's newsletter (Datum Point) at least once per semester;
  - b. Maintain the society's other publications;
  - c. Be in charge of advertising all ABACUS events through digital and printed media, where appropriate; and
  - d. Be in charge of advertising the society to students, thus
  - e. increasing membership and member participation.

General representative:

6. The General Representative shall:
  - a. Be in charge of postgraduate involvement
  - b. Communicate with appropriate faculty heads and staff members about issues effect postgraduate students;
  - c. Be the point of contact between postgraduate students and ABACUS; and
  - d. Endeavor to increase postgraduate involvement and undergraduate-postgraduate relations.

First Year Representative:

7. The First Year Representative shall:
  - a. Be the point of contact between first year students and ABACUS;
  - b. Communicate to the Executive any issues particularly relating to first year students;
  - c. Endeavor to increase first year involvement with the society.

### General Responsibilities

8. In addition to the specific responsibilities set out in this section, all members of the Executive shall:
  - a. Take active role in the life and events of ABACUS;
  - b. Provide regular feedback to the Executive concerning any matters within their terms of reference;
  - c. Attend all meetings of the Executive and events of ABACUS, except with the express prior approval of the President;
  - d. Ensure all members of ABACUS are continually informed of the activities and events of ABACUS;
  - e. Take a positive attitude to all ABACUS events, and shall discourage negative attitudes and inappropriate behavior;
  - f. Provide their successor with sufficient information to carry on the role, as well as making suggestions for any possible improvements;
  - g. At all times act in good faith and with reasonable care, skill and diligence; and
  - h. Provide assistance to the President in organizing and carrying out those duties and events required to be preformed by the Executive.

## Appendix Once: Standing Orders

### Section 1 General

#### 1.1 Quorum

- a. No business shall take place at any General Meeting of ABACUS unless a quorum of 10 members entitled to vote is present at the Meeting.
- b. Subject to standing order 1.1(a), a meeting must commence promptly at the time set out in the official notification of the meeting.
- c. If quorum is not reached within 30 minutes of the time set for a meeting, then the meeting shall be abandoned.
- d. The Secretary shall be responsible for determining that a quorum is present, and shall mark a role of all members present.

#### 1.2 The Chair

- a. General meetings shall be chaired by the Secretary, or another member of the Committee appointed by the Secretary and President.
- b. The Chair shall:
  - i. have a casting but not deliberative vote;
  - ii. interpret these Standing Orders, whose ruling shall be final; and
  - iii. maintain order, and may at any time adjourn a meeting for such a period as she or he thinks fit if that meeting, in her or his opinion, has become disorderly or is interrupted by a noise or disturbance.
- c. If the Chair wishes to debate on any questions, the Chair must nominate a replacement chair for the duration of that particular debate and any vote, this nomination not being subject to dissent.

#### 1.3 Agenda

- a. The agenda shall be gone through in the order in which it is set out, unless altered by resolution of the meeting.
- b. The meeting must continue until all business on the agenda is disposed of, unless otherwise determined by a resolution of the meeting or the Chair.
- c. All meetings, other than Special General Meetings shall include the agenda item 'any other business'

#### 1.4 Conduct at Meetings

- a. Speakers may only address the meeting when called on to do so by

- the Chair.
- b. Subject to these standing orders, speakers must be heard in silence, and may only be interrupted by the Chair.
  - c. Upon the opening of every General Meeting, the Chair must give a short explanation of general meeting procedure for the benefit of all members.

### 1.5 Proxies

- a. There shall be no system of proxies, with all members being required to be present to vote.

## **Section 2 Motions and Amendments**

### 2.1 General

- a. All motions, and amendments to motions, must be submitted in writing to the Secretary, or, if submitted during the meeting, to the Chair, and must include the name of a mover and a seconder.
- b. The mover of a motion or amendment may withdraw the motion at any time, in which case the motion will lapse. However, another member may take up the motion or amendment.
- c. A motion or amendment lacking a seconder shall immediately lapse.
- d. When a motion is reached and the member proposing the motion is not present, the motion shall lapse. However another member may take up the motion.
- e. Where more than one motion deals with a particular issue, they may be considered together.

### 2.2 Speaking on a Motion or an Amendment

- a. A member may speak only once to a motion or amendment, unless they are the mover of a motion exercising the right of reply, or unless they are making a point of order, clarification or explanation.
- b. When a motion or amendment has been moved and seconded, the Chair shall ask if there are any questions or points of clarification on the motion. Next, the Chair shall call for anyone wishing to speak in opposition of the motion. If one or more members wish to speak in opposition of the motion, and after these people have spoken, the Chair shall call for any other members wishing to speak in favor of the motion.
- c. All movers of motions, other than procedural motions, may exercise a right of reply.
- d. The right of reply may be exercised immediately before the motion is put or before any one amendment is put, but may only be exercised once.

- e. Movers of amendments have no right of reply.
- f. No member may speak to any motion or amendment after it has been put to the vote.
- g. No debate shall take place on an amendment if the mover of the original motion deems that the amendment is friendly towards the motion.

### 3.3 Voting on a Motion or Amendment

- a. A motion or amendment arising at a General Meeting shall be decided on by a show of hands, unless the Chair deems it necessary to utilize a secret ballot.
- b. Subject to any other provisions of this Constitution, a motion or amendment at a General Meeting shall be decided on by a simple majority. In accordance with this Constitution, any motion discussing the amendment of this Constitution requires a two thirds majority of members in support the motion for it to pass.
- c. The Chair shall declare the motion or amendment carried or lost, and in the absence of a demand for a recount, the Chair's declaration shall be final and conclusive and shall be recorded in the minutes.
- d. Any member may require a recount. The Chair shall again call for a show of hands for and against the motion or amendment. The Chair shall then declare the result of the further vote and such declaration shall be final and conclusive and shall be recorded in the minutes of the meeting, along with the number of ayes and noes, unless a division is considered desirable by the Chair or is demanded by at least one quarter of members present at the meeting.
- e. If a division is validly called for, the Chair shall appoint tellers for the ayes and the noes, and the meeting shall then divide. The Chair shall declare the result, which shall be final and conclusive and recorded in the minutes, along with the number of ayes and noes.
- f. On an equality of votes for any motion, the Chair shall have a casting vote.