

1. NAME

The name of the society shall be Psyche (The Sydney University Psychology Society)
(Hereinafter referred to as 'the Society')

2. AIMS

2.1 The aims of the society shall be to:

- ✓ Facilitate social networks between SU psychology students; undergraduates and postgraduates alike, and other students interested in psychology
- ✓ Augment co-operation between students and staff of the psychology department
- ✓ Provide opportunities to broaden the understanding and views of students on psychological issues
- ✓ Provide psychology students the opportunity to meet, and socialise with, other psychology students, as well as support and information

2.2 The society will undertake the following activities to achieve its aims:

- ✓ Psyche will organise activities including, but not limited to: drinks nights, barbeques, end of semester functions, movie nights, academic talks and/or forums, mentoring and tutoring.
- ✓ Liaise with the library and school of psychology to support and run seminars and workshops for students.

3. MEMBERSHIP

3.1 The classes of annual membership shall be:

i) **Ordinary Membership**

All members of the University of Sydney Union shall be eligible for *Ordinary Membership* of the Society. Any *Ordinary Member* shall hold one vote at all meetings and elections of the Society at which they are present.

ii) **Associate Membership**

Persons other than those who qualify for *Ordinary Membership* may have *Associate Membership* conferred upon them by an Ordinary Meeting of the Society. *Associate Members* are not eligible to hold Executive Positions, vote in elections or vote at meetings of the Society.

iii) **Honorary Membership**

Honorary Membership can be granted to any person by a two-thirds majority vote at a General Meeting. *Honorary Membership* may be terminated by a two-thirds majority vote at a General Meeting. *Honorary Members* are only eligible to hold Executive positions, vote in elections or vote at meetings of the Society if they qualify for *Ordinary Membership* of the Society.

3.2 Upon payment of a subscription fee, a person shall be deemed an *Ordinary Member* or *Associate Member* of the Society and henceforth be bound by this Constitution.

3.3 The subscription fees for membership shall be:

- i) *Ordinary Membership* \$2
- ii) *Associate Membership* \$2

4. THE EXECUTIVE

4.1 The Society shall have an Executive consisting of:

- i) A President

- ii) A Vice-President
- iii) A Secretary
- iv) A Treasurer
- v) Up to 6 General Executives

4.2 The Executive shall have power to manage the Society in accordance with the Constitution.

4.3 Attendance of *Executive Members* at Ordinary and General Meetings is obligatory. Any *Executive Member* who does not attend three consecutive meetings without leave can be dismissed from the Executive by a two-thirds majority vote of those *Ordinary Members* and *Honorary Members* who would otherwise be eligible for *Ordinary Membership* in attendance at an Ordinary Meeting.

4.4 Any member of the Student Representative Committee deemed as not fulfilling the duties can be dismissed from the committee by a two-thirds majority vote of those *Ordinary Members* in attendance at an Ordinary Meeting.

5. DUTIES OF EXECUTIVE MEMBERS

5.1 The President shall:

- i) Plan the Society's activities in consultation with the Executive.
- ii) Liaise with the Executive and any Committees formed by the Society.
- iii) Ensure an adequate handover, including any documents and materials, to the following Executive.

5.2 The Vice-President shall:

- i) Deputise for the President.

5.3 The Treasurer shall:

- i) Maintain the Society's finances in accordance with the Treasurer's Handbook produced by the Clubs and Societies Office of the University of Sydney Union.
- ii) Present to the Annual General Meeting of the Society a report detailing the financial activity and status of the Society.
- iii) Ensure an adequate handover, including any documents and materials, to the following Executive.

5.4 The Secretary shall:

- i) Conduct the correspondence of the Society.
- ii) Book meeting rooms for the Society.
- iii) Keep minutes of the proceedings of all Society meetings.
- iv) Maintain the records and documents of the Society.
- v) Maintain a list of current Members, in accordance with University of Sydney Union Guidelines.
- vi) Maintain the Society's registration with the University of Sydney Union.

5.5 The Immediate Past President shall:

- i) Assist the President in an advisory role.
- ii) Ensure adequate handover, including documents and materials, to the new Executive.

6. ORDINARY MEETINGS

6.1 The Society shall hold an Ordinary Meeting at least once every 2 weeks during semester (teaching period, Weeks 1-13)

6.2 Ordinary Meetings shall be called by the President, Secretary or Vice-President, or by the Secretary forthwith upon the receipt of the written application of at least twenty percent (20%) of the *Ordinary Members* of the Society.

6.3 At least seventy-two (72) hours notice of the time and place of an Ordinary Meeting shall be given in one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by email.)

6.4 The President shall chair Ordinary Meetings. In the absence of the President, another *Executive Member* shall chair the Meeting.

6.5 Quorum at Ordinary Meetings shall be five (5) *Ordinary Members* if the Society's current membership is no greater than seventy (70) *Ordinary Members*, or ten (10) *Ordinary Members* if the Society's membership is greater than seventy (70) *Ordinary Members*. Quorum must include not less than three (3) *Executive Members*.

6.6 The agenda for an Ordinary meeting shall include:

1. Apologies and leaves of absence
2. Minutes of the previous meeting
3. Correspondence
4. Reports of *Executive Members*
5. General Business

6.7 An Ordinary Meeting of the Society has power to carry motions relating to affairs of the Society by a majority vote of those members present voting, including:

- i) Giving direction to the Executive
- ii) Determining the use of the finances and other assets of the society
- iii) Instituting Committees for any purpose of the Society and co-opting Society members into any Committee
- iv) Dismissing *Executive Members* under 4.3 of the Constitution

7. ANNUAL GENERAL MEETING

7.1 The Society shall hold an Annual General Meeting annually in the month of September.

7.2 The Annual General Meeting shall be convened for the following purposes:

- i) To receive a report and statement of accounts for the preceding financial period
- ii) To elect an Executive for the ensuing term
- iii) To transact any other business, notice of which shall be duly submitted to the Secretary

7.3 The Secretary shall give at least fourteen (14) days notice of the time and place of the Annual General Meeting in one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by email.)

7.4 The Annual General Meeting shall be held between 9am and 9pm at a place on a campus of the University of Sydney during semester (teaching period, Weeks 1-13). The Annual General Meeting shall be chaired by the President or an *Executive Member* not standing for election to any position.

7.5 Quorum at the Annual General Meeting shall be the lesser of one-third of the *Ordinary Members* or fifteen (15) *Ordinary Members*.

7.6 The agenda for the Annual General Meeting shall include:

1. Opening and welcome
2. Apologies and leaves of absence
3. Minutes of the previous meeting
4. Business arising from the minutes
5. Correspondence
6. Motions on notice
7. Annual Reports
8. Election of the Executive
9. General business

8. ELECTIONS

8.1 The Executive shall be elected at the Annual General Meeting in the month of September each year.

8.2 Only *Ordinary Members*, and *Honorary Members* who would otherwise be eligible for *Ordinary Membership*, shall be eligible to be candidates for election or to vote in the elections.

8.3 The term of the Executive shall commence immediately following the close of the Annual General Meeting and conclude at the close of the Annual General Meeting in the following year.

8.4 The Secretary shall give at least fourteen (14) days notice of the time and place of the annual elections in one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by email.). The notice shall state:

- i) The day on which nominations open, which day shall be at least fourteen (14) days before the day of the elections;
- ii) The day and time on which nominations close, which shall be no later than the time of the meeting at which the elections are to occur;
- iii) The time, date and venue of the election;
- iv) That only *Ordinary Members*, and *Honorary members* who would otherwise be eligible for *Ordinary Membership*, shall be eligible to be candidates for election or to vote.

8.5 In order to stand for election, nominees must accept nomination.

8.6 Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Returning Officer. The Returning Officer shall be charged with the conduct of the election, and may appoint suitable persons, not being candidates for election, as Deputy Returning Officers.

8.7 The Clubs and Societies Programme Coordinator shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.

8.8 Voting shall be by secret ballot, and shall be First Past the Post.

8.9 The General Body of the Society may, in a General Meeting, elect any *Ordinary Member* of the Society to fill any casual vacancy that may occur in the Executive. (A casual vacancy occurs when

an Executive Member is dismissed from the Executive or resigns before the term of office has expired.)

9. ALTERATION TO THE CONSTITUTION

9.1 This Constitution may be amended by a two-thirds majority of those *Ordinary Members* and *Honorary Members* who would otherwise be eligible for *Ordinary Membership* in attendance at any General Meeting, provided that:

- i) Written notice of the proposed changes has been given to the Secretary not less than seven (7) days before such a meeting,
- ii) The said changes do not contravene University of Sydney or University of Sydney Union guidelines,
- iii) The secretary has given notice of those proposed changes to all members through one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by email.),
- iv) A copy of the amended constitution and minutes of the meeting at which the amendments were made, are presented to the Clubs and Societies Programme Coordinator of the University of Sydney Union within fourteen (14) days of the meeting,
- v) The amendments are approved by the Clubs and Societies Committee and ratified by the Board of the University of Sydney Union.

9.2 Constitutional amendments do not become effective until approved by the Clubs and Societies Committee and ratified by the Board of the University of Sydney Union.

10. PROPERTY AND FINANCES

10.1 All property of the Society shall be vested in the Executive, and shall be dealt with in such a manner as directed by the Society in an Ordinary Meeting.

10.2 The Society shall maintain a bank account.

10.3 All payments of the Society shall be by cheque, signed by at least two members of the Executive.

11. DISSOLUTION

11.1 The Society may be dissolved by resolution of a two-thirds majority vote of those members present and voting at a General Meeting. If on the dissolution there remain any monies or property, they shall, with the consent of the Clubs and Societies Office, be transferred to a cultural, charitable or educational organisation as the Society in a General Meeting may resolve.

11.2 The Secretary shall give at least fourteen (14) days notice of the time and place of such a General Meeting through one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by email.)

12. INACTIVITY

12.1 The Society shall be deemed inactive after any continuous six month period in which the Society does not hold any events or engage in financial activity. If upon inactivity there remains any monies or properties, the C&S Auditor and the C&S Manager shall become signatories of the Club account and the Clubs and Societies Office shall control such properties and held in trust. After a further six month period, all money will be deposited into a USU – administered trust account,

and will be returned to the club should it reform. After a total of eighteen months inactivity, all club funds will be transferred to the USU general account.

13. RECOGNITION

13.1 The Society shall comply with all requirements of the University of Sydney and the University of Sydney Union for recognition as a registered society of the University of Sydney Union.

This Constitution was adopted on the 11st day of March, 2009.

President's Signature _____

Secretary's Signature _____