

CONSTITUTION OF THE MATHEMATICAL POSTGRADUATE SOCIETY

As adopted on the

29th of October, 2024

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1. NAME

- 1.1. The name of the Society shall be the Mathematical Postgraduate Society, hereinafter referred to as 'the Society'.

2. AIMS

- 2.1. The Society is not-for-profit; meaning: the assets and income of the society shall be applied solely in furtherance of the aims of the society and no portion shall be distributed directly or indirectly to the members of the society except as bona fide compensation expenses incurred on behalf of the society.

- 2.2. The aims of the Society shall be:

- 2.2.1. Fostering the mathematical development of postgraduate students of the School of Mathematics and Statistics, and other students in mathematical areas of study; and

- 2.2.2. Creating a sense of community among postgraduate students in mathematical areas of study.

- 2.3. The Society will undertake the following activities to achieve its aims:

- 2.3.1. Hosting a seminar series to provide opportunities for members to present their research and engage with the research of their peers; and

- 2.3.2. Hosting social events throughout the year to foster relations between members.

3. MEMBERSHIP

- 3.1. The classes of annual Membership shall be:

- 3.1.1. Ordinary Membership

- 3.1.1.1. 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.

- 3.1.2. Associate Membership

3.1.2.1. All Members of The University of Sydney Union other than those who qualify for Ordinary Membership shall be eligible for Associate Membership of the Society. Associate Members are not eligible to hold Executive positions, vote in elections or vote at meetings of the Society.

3.1.3. Upon notification of the Secretary, an eligible person shall be deemed an Ordinary Member or Associate Member of the Society and henceforth be bound by this Constitution.

3.2. The subscription fees for membership shall be:

3.2.1. Ordinary Membership: \$0

3.2.2. Associate Membership: \$0

4. EXECUTIVE

4.1. The Society shall have an Executive consisting of:

4.1.1. A President;

4.1.2. A Secretary; and

4.1.3. A Treasurer.

4.2. The Executive may consist further of the roles listed below, provided there are enough eligible and willing Members to fulfil as such, of:

4.2.1. A Vice President;

4.2.2. A Computer Systems Officer;

4.2.3. An External Liason Officer; and

4.2.4. A further 2 General Executives.

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

4.4. 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.

5. DUTIES OF EXECUTIVE MEMBERS

5.1. The President shall:

- 5.1.1. Plan the Society's activities in consultation with the Executive Members;
- 5.1.2. Liaise with the Executive Members and any Committees formed by the Society; and
- 5.1.3. Ensure an adequate handover, including any documents and materials, to the following Executive Member.

5.2. The Vice-President(s) shall:

- 5.2.1. Deputise for the President.

5.3. The Treasurer shall:

- 5.3.1. Maintain the Society's finances in accordance with the handbooks produced by the Clubs & Societies Office of The University of Sydney Union;
- 5.3.2. Present to the Annual General Meeting of the Society a report detailing the financial activity and status of the Society; and
- 5.3.3. Ensure an adequate handover, including any documents and materials, to the following Executive.

5.4. The Secretary shall:

- 5.4.1. Conduct the correspondence of the Society;
- 5.4.2. Book meeting rooms for the Society;
- 5.4.3. Keep minutes of the proceedings of all Society meetings;
- 5.4.4. Maintain the records and documents of the Society;
- 5.4.5. Maintain a list of current Members, in accordance with University of Sydney Union Guidelines; and

5.4.6. Maintain the Society's registration with The University of Sydney Union.

5.5. The Computer Systems Officer shall:

5.5.1. Maintain the Society's website and calendar for upcoming events and information.

5.6. The External Liason Officer shall:

5.6.1. Liaise with other similar societies to hold collaborative events.

5.7. The General Executive(s) shall:

5.7.1. Assist with other Executive Members on general tasks.

6. ORDINARY MEETINGS

6.1. The Society shall hold an Ordinary Meeting at least once every 26 weeks.

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

6.3. At least three (3) days' notice of the time and place of an Ordinary Meeting shall be given in one of the recognized 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 e-mail.)

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:

6.6.1. Apologies and leaves of absence;

6.6.2. Minutes of the previous meeting;

- 6.6.3. Correspondence;
 - 6.6.4. Annual Reports; and
 - 6.6.5. General Business.
- 6.7. An Ordinary Meeting of the Society has power to carry motions relating to the affairs of the Society by a simple majority vote of those members present and voting, including:
- 6.7.1. Giving direction to the Executive;
 - 6.7.2. Determining the use of the finances and other assets of the Society;
 - 6.7.3. Instituting Committees for any purpose of the Society and co-opting Society members onto any Committee; and
 - 6.7.4. Dismissing Executive Members under Section 4.4. of the Constitution.

7. GENERAL MEETINGS

- 7.1. The Society shall hold General Meetings as required.
- 7.2. The Secretary may at any time, for any worthy purpose, call a General Meeting, and shall do so forthwith upon receipt of the written application of twenty percent (20%) of Ordinary Members of the Society stating the purposes for which the meeting is called. The business debated at a General Meeting shall be confined to the purposes named in the notice.
- 7.3. Except as provided in Clause 9 and 10, the Secretary shall give at least seven (7) days' notice of the time and place of 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 e-mail.)
- 7.4. Quorum at General Meetings shall be the lesser of one-third of the Ordinary Members or fifteen (15) Ordinary Members. If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting shall be dissolved.
- 7.5. The procedure at all meetings shall follow the normal rules of debate.
- 7.6. The agenda for a General Meeting shall include:
 - 7.6.1. Opening and welcome;

- 7.6.2. Apologies and leaves of absence;
 - 7.6.3. Minutes of the previous meeting;
 - 7.6.4. Business arising from the minutes;
 - 7.6.5. Correspondence;
 - 7.6.6. Motions on notice;
 - 7.6.7. Reports of Executive Members;
 - 7.6.8. Reports of Executive Members;
 - 7.6.9. General business; and
 - 7.6.10. Date of the next meeting.
- 7.7. A General Meeting of the Society has the same powers as an Ordinary Meeting, and may also carry the following motions on notice relating to the affairs of the Society by a two-thirds majority vote of those members present and voting:
- 7.7.1. Repealing motions and the effect of motions carried at an Ordinary Meeting;
 - 7.7.2. Amending the Constitution;
 - 7.7.3. Dismissing Executive Members for failure to adequately perform their executive duties, provided that the Executive Member is given reasonable right of reply; and
 - 7.7.4. Dissolving the Society.
 - 7.7.5. Vacant executive positions may be filled at a General Meeting following the ordinary procedures for election as per Section 9 of this constitution.

8. ANNUAL GENERAL MEETINGS

- 8.1. The Society shall hold an Annual General Meeting annually in the month of September
- 8.2. The Annual General Meeting shall be convened for the following purposes:
 - 8.2.1. to receive a report and statement of accounts for the preceding financial period;

- 8.2.2. to elect an Executive for the ensuing term; and
- 8.2.3. to transact any other business, notice of which shall be duly submitted to the Secretary.
- 8.3. 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 e-mail.)
- 8.4. The Annual General Meeting shall be held between 9am and 9pm at a place on a campus of The University of Sydney and/or via video conference. The Annual General Meeting shall be chaired by the President or an Executive Member not standing for election to any position.
- 8.5. Quorum at the Annual General Meeting shall be the lesser of one-third of the Ordinary Members or fifteen (15) Ordinary Members.
- 8.6. The agenda for the Annual General Meeting shall include:
 - 8.6.1. Opening and welcome;
 - 8.6.2. Apologies and leaves of absence;
 - 8.6.3. Minutes of the previous meeting;
 - 8.6.4. Business arising from the minutes;
 - 8.6.5. Correspondence;
 - 8.6.6. Motions on notice;
 - 8.6.7. Annual Reports of the:
 - 8.6.7.1. President;
 - 8.6.7.2. Treasurer;
 - 8.6.7.3. Secretary; and
 - 8.6.7.4. Other Executive Members,
 - 8.6.8. Election of the Executive; and
 - 8.6.9. General business.

- 8.7. Society meetings may not be held during the University closure period surrounding the Christmas and New Year Public Holidays, and notice must be called outside of this period.

9. ELECTIONS

- 9.1. The Executive shall be elected annually at the Annual General Meeting in the month of September each year.
- 9.2. 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 election.
- 9.3. The term of the Executive shall commence immediately following the close of the Annual Election Meeting and conclude at the close of the Annual Election Meeting in the following year.
- 9.4. 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 e-mail.). The notice shall state:
- 9.4.1. the day on which nominations open, which day shall be at least fourteen (14) days before the day of the elections;
 - 9.4.2. 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;
 - 9.4.3. the time, date and venue of the election;
 - 9.4.4. 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; and
 - 9.4.5. In order to stand for election, nominees must accept nomination.
- 9.5. 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.
- 9.6. The Clubs & Societies Manager shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.

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

9.8. A casual vacancy occurs when an Executive Member is dismissed from the Executive or resigns before the term of office has expired. 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.

10. ALTERATION TO THE CONSTITUTION

10.1. 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:

10.1.1. Written notice of proposed changes has been given to the Secretary not less than seven (7) days before such a meeting,

10.1.2. The said changes do not contravene The University of Sydney or The University of Sydney Union guidelines,

10.1.3. The Secretary has given at least fourteen (14) days' notice of those proposed changes to all Members through one of the recognized 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 e-mail.),

10.1.4. A copy of the amended constitution, and minutes of the meeting at which the amendments were made, are presented to the Clubs & Societies Manager of The University of Sydney Union within fourteen (14) days of the meeting, and

10.1.5. The amendments are approved by the Clubs & Societies Committee and ratified by the Board of The University of Sydney Union.

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

11. ASSETS AND FINANCES

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

- 11.2. The Society shall maintain a bank account.
- 11.3. All payments of the Society shall be by cheque or EFT, signed by at least two members of the Executive, one of whom must be the Treasurer.
- 11.4. The finances of the Society shall be maintained in accordance with the C&S Handbook for Treasurers produced by the Clubs & Societies Office of The University of the Sydney Union, and submitted for audit by the Clubs & Societies Auditor immediately following the Financial Year End of the Society in the month of July each year.
- 11.5. Notwithstanding anything contained in this Constitution, all assets and funds of the Society shall be used solely to further the Objects of the Society, and no portion of those funds shall be paid or distributed to members of the Society except as compensation for out-of-pocket expenses.
- 11.6. The financial year of the Society shall run from the 1st August to the 31st July following.

12. DISSOLUTION

- 12.1. 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 & Societies Office, be transferred to a cultural, charitable, or educational organization as the Society in a General Meeting may resolve.
- 12.2. The Secretary shall give at least fourteen (14) days' notice of the time and place of such a General Meeting through one of the recognized 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 e-mail.)

13. INACTIVITY

- 13.1. The Society shall be deemed inactive after any continuous six-month period in which the Club or Society has remained unregistered. If upon inactivity there remains any monies or properties, the Clubs & Societies Office shall control such properties and 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 Society funds will be transferred to the USU general account.

14. RECOGNITION

14.1. 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 29th day of October, 2024.

President's Signature

Secretary's Signature