



The Constitution of the University of Melbourne Islamic Society (UMIS)

The UMIS constitution is the legal document, which governs the activities UMIS performs. It is the document to which the Union will refer should it have any questions. The club must always remember the clauses of the constitution. Each committee must read the constitution and have copies of it by the end of the first month of their term. In order to edit the constitution, the club must hold an SGM. The constitution is Union valid as of **15/09/2023**.

1. Name

a) The name of the club shall be: UNIVERSITY OF MELBOURNE ISLAMIC SOCIETY

b) This club is affiliated to UMSU Inc (UMSU) and anything in this constitution that conflicts with the Constitution of UMSU or with the Clubs & Societies Regulations shall be null and void. In all matters not specifically dealt with herein, the Constitution of UMSU and the Clubs & Societies Regulations shall apply.

c) During the course of affiliation with UMSU this club shall comply with any requirements of the Clubs & Societies Committee of UMSU for the provision of records and documents and shall be under a duty to apply any grant monies received from the Clubs & Societies Committee in accordance with any conditions imposed by such body.

d) This club is affiliated to Graduate Student Association (GSA) and observes all rules and regulations as laid out by the association, except where it conflicts with the UMSU Clubs & Societies Regulations which shall take precedence.

2. Aims

The aims of the club are:

- a) To maintain an Islamic identity for Muslim students and staff and to create and uphold an Islamic environment;
- b) To create awareness of Islam on campus.

3. Membership

- a) Membership shall be open to all students and staff of the University of Melbourne;
- b) Associate membership shall be open to any other persons who subscribe to the aims of the club.

4. Membership requirements

A person shall be considered a member having:

- a) Paid a membership fee exacted at the committee's direction, &
- b) Completed a membership form as prepared by the committee.

5. Committee (Executive and Non-Executive)

The committee shall have the following members:

- a) An executive consisting of:
 - i) the President, who shall be a student;
 - ii) the Secretary, who shall be a student;
 - iii) the Treasurer, who shall be a student;
 - iv) the Vice-President, who shall be a student;
 - v) the Sisters' Coordinator, who shall be a student.
 - vi) the Head of Events, who shall be a student
 - vii) the Head of Marketing, who shall be a student

b) Non-executive members consisting of at least 15 and at most 25 representatives. Non-executive positions will be filled through an application process and will not be required to be elected at an AGM.

6. Committee Powers

The executives shall have the following powers:

- a) Control over the finances of the club;
- b) Control over the activities of the club.

7. Committee Responsibilities

The committee is at all times bound by the decisions of a club general meeting. Any committee decision may be overturned by a club general meeting.

8. Annual General Meetings (AGMs)

There shall be one Annual General Meeting (A.G.M.) every year, which shall be held during academic period but no later than the end of September. At this meeting:

- a) Written reports shall be presented by the President, Treasurer and any other pertinent person;
- b) Ratification of the club's current constitution;
- c) Full financial reports will be presented and adopted for the financial period from AGM to AGM;
- d) Elections will be held for a new committee, to take charge of the club from the close of the meeting.
- e) Other moved motions may be discussed and voted upon, with preference going to motions of which notice was given before the meeting;
- f) The club shall submit all AGM documents to the C&S Administrator within two weeks of the AGM.

9. General Meetings

There shall be such general meetings as the committee sees fit, or as are petitioned.

The format and procedure of such a meeting will be as for the A.G.M., except committee elections will not be held unless specifically notified.

10. Petitioning for General Meeting

If fifteen members, or one third of the membership, whichever is the smaller, should petition the committee for a general meeting, such a meeting must be held within fifteen academic days at a date to be set by the committee.

11. Quorum

The quorum shall be:

- a) At a General Meeting or Annual General Meeting, a minimum of twenty (20) members of whom are not committee members.

- b) At a committee meeting, three committee members, at least one of whom must be a member of the executive.

12. Notice of Meetings

- a) The committee shall be required to give five academic days notice of a general meeting, annual general meeting and special general meeting. Such notice must be email notification and given to both the Clubs and Societies Administrator and club members.

- b) A committee meeting may be called by any executive member of the committee, subject to such limitations on notice and spending as the committee may from time to time see fit.

13. Elections

- a) Voting at all meetings shall be democratic, with a simple majority sufficing for the passage of a motion. All tied motions are lost. No proxy voting shall be permitted.

- b). Constitutional changes require a simple majority of members voting at a special general meeting or A.G.M., and take effect immediately. These constitutional motions must be presented in writing to the committee at least five days before the meeting and notice of these shall be given to the membership.

- c) i) In the election of the position of President, Vice-President or Treasurer a candidate must only be eligible if he/she has had prior experience in the UMIS Committee for at least one semester, whether previously occupying the role of an executive member or a non-executive member.

- ii) In the event that there are no applicants for President, Vice-President or Treasurer with the above criteria, that which is contrary to the above clause is allowed and the above clause would not apply.

Constitutional changes shall be approved by the UMSU Clubs & Societies Office

Bearer(s) before they are presented to a general meeting.

14. Vacancy

Any committee member absent from three consecutive meetings without due cause or previous apology may at the committee's discretion, be deemed to have resigned his/her position by a motion of the committee. A general committee meeting must be called to elect an executive, a general committee position can be filled through the application process.

15. Impeachment Proceedings of Committee Members

If it is deemed that a committee member should be stood down, by a motion of the committee, or a petition bearing the names of at least fifteen members, impeachment proceedings will take place against the nominated committee member.

At the next general meeting or A.G.M., a motion shall be put to impeach the committee member, provided that at least five academic days' notice has been given to the membership and to the member concerned in writing. If this is passed by a two thirds majority, that committee position will become vacant and a new election held immediately. The committee member to be impeached will be given at least five minutes to speak before the vote is taken.

16. Voiding of Membership by Committee Motion

By a motion of the committee, or a petition bearing the names of at least fifteen members, any member of the club can be expelled. The procedure is the same as for impeachment except that the result is the voiding of the person's membership. No member may be expelled on the grounds of race, political or moral views.

17. Wind Up

A motion to wind up the club must be written and notice of the motion is to be given in the agenda for the General Meeting at which the winding up motion is to be decided. A winding up motion can be carried by an absolute majority.

18. In the event that the club is wound up, or ceases to be affiliated to UMSU the control of assets which have been 50% or more funded by UMSU Clubs & Societies Committee grants and which are less than 3 years old will revert to UMSU and be held in trust by UMSU Clubs & Societies Committee until such time that a club with the same aims is affiliated or a period of 18 months lapses.

19. In the event that the club has not been able to organise a quorate meeting within a 12 month period, the UMSU Clubs & Societies Committee may wind up the club by passing a motion to do so under the rules of UMSU. Any member of the club who wished to oppose the winding up of the club

should make submissions to the committee. The decision of the committee is final subject only to appeal under UMSU Rules.

20. Academic Day

For all purposes herein, an academic day will be considered as a day in the academic calendar of the University of Melbourne.

21. Grievances

Any grievance that arises between a club and UMSU, a club member and another club member, or a club member and another University of Melbourne student is subject to the grievance procedure outlined in the UMSU Clubs & Societies Regulations. If the parties subject to a grievance are unable to meet and discuss the grievance and determine a resolution within 21 academic days, the UMSU Clubs & Societies Officer/s or their nominated representative shall appoint a mediator to facilitate mediation. Parties subject to mediation will have certain rights as members of the club suspended until mediation is completed.