

Newcastle Christian Students Constitution



Adopted at the NCS SGM on the 10th of March, 2022.

1. Name

- 1.1. The name of the Club shall be “Newcastle Christian Students”, hereinafter referred to as NCS.
- 1.2. NCS may use the name “FOCUS” to promote its Aims and Activities to international students.
- 1.3. NCS may use the name “Ourimbah Christian Students” (OCS) to promote its Aims and Activities to UON Ourimbah campus students.

2. Definitions

- 2.1. **Annual General Meeting** (AGM) shall refer to the annual meeting of members.
- 2.2. **The Club** or **NCS** shall refer to Newcastle Christian Students.
- 2.3. The **Committee** is defined as the elected representatives of NCS.
- 2.4. **FOCUS** shall refer to the Fellowship of Overseas Christian University Students.
- 2.5. **Special General Meeting** (SGM) shall refer to a meeting of members that is not the Annual General Meeting.
- 2.6. **Student** shall mean a person currently enrolled at the University.
- 2.7. **Students’ Association** shall refer to a University-recognised students’ association.
- 2.8. **Student Central** shall refer to the relevant portfolio of the University that provides support to clubs and societies.
- 2.9. **The University** or **UON** shall refer to The University of Newcastle, Australia.

3. Aims

- 3.1. The Aims of NCS shall be:
 - 3.1.a. To uphold and teach the core truths of Christianity as contained in the Bible;
 - 3.1.b. To be a welcoming and loving community for all students;
 - 3.1.c. To share the good news of Jesus Christ and invite students to have faith in him;
 - 3.1.d. To strengthen Christians in faith and obedience to the Lord Jesus Christ; and
 - 3.1.e. To present the needs and challenge of Christian service at home and abroad.

- 3.2. NCS is not for profit:
The assets and income of the Club shall be applied solely to further the Aims of the Club and no portion shall be distributed directly or indirectly to the members except as bona fide compensation for expenses incurred on behalf of the Club.
- 3.3. NCS will undertake the following Activities to achieve its Aims:
- 3.3.a. Annually elect a Committee;
 - 3.3.b. Establish teams with elected Team Leaders for the efficient operation of the Club;
 - 3.3.c. Run regular public meetings;
 - 3.3.d. Run regular Bible study groups;
 - 3.3.e. Run regular conferences; and
 - 3.3.f. Seek to train and equip students to serve and fulfil the Club Aims.
- 3.4. Doctrinal Basis of NCS:
The Aims are to be interpreted in light of the Club commitment to upholding the fundamental truths of Christianity as contained in the Holy Bible including:
- 3.4.a. The divine inspiration and infallibility of Holy Scripture, as originally given, and its supreme authority in all matters of faith and conduct;
 - 3.4.b. The unity of the Father, the Son, and the Holy Spirit in the Godhead;
 - 3.4.c. The universal sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation;
 - 3.4.d. The conception of Jesus Christ by the Holy Spirit and his birth to the virgin Mary;
 - 3.4.e. Redemption from the guilt, penalty and power of sin, only through the sacrificial death, as our representative and substitute, of Jesus Christ, the incarnate Son of God;
 - 3.4.f. The bodily resurrection of Jesus Christ from the dead;
 - 3.4.g. The necessity of the work of the Holy Spirit to make the death of Christ effective in the individual sinner, granting him repentance towards God and faith in Jesus Christ;
 - 3.4.h. The indwelling and work of the Holy Spirit in the believer; and
 - 3.4.i. The expectation of the personal return of the Lord Jesus Christ.

4. Membership

The classes of annual membership shall be:

- 4.1. General Membership:
All current students at UON shall be eligible for general membership provided that they fulfil the requirements of Section 5. Any general member shall hold one vote at all meetings and elections at which they are present.
- 4.2. Associate Membership:
All current staff of UON shall be eligible for Associate membership provided that they fulfil the requirements of Section 5. Associate members are not eligible to hold Committee positions, vote in elections, or vote at meetings.

- 4.3. Honorary Membership:
Honorary membership can be granted to any person by a two-thirds (2/3) majority vote at an AGM provided that they fulfil the requirements of Section 5. Honorary membership may be terminated by a two-thirds (2/3) majority vote at an AGM. Honorary members are not eligible to hold Committee positions, vote in elections, or vote at meetings.

5. Rules of Membership

- 5.1. All members shall:
- 5.1.a. Agree with the following declaration:
“I declare that I have repented of my sin and trust Jesus Christ as my Saviour, my Lord, and my God.”;
 - 5.1.b. Agree with the Doctrinal Basis of the Club;
 - 5.1.c. Commit themselves to the Aims of the Club; and
 - 5.1.d. Adhere to the Code of Conduct outlined in Section 6.
- 5.2. Annual membership shall last until UON Semester 1 Orientation.
- 5.3. The Committee may recommend an appropriate membership fee. Membership is not valid until such a membership fee is paid.

6. Code of Conduct

- 6.1. All members must act in a way that does not bring Jesus Christ, the Club, or the University into disrepute.
- 6.2. All members must behave and communicate in a manner that does not violate the University Code of Conduct.
- 6.3. All members must show consideration for the property of the Club, the University, and the property of others.
- 6.4. The Club will not tolerate bigoted or otherwise hateful behaviour. Sexism, racism, prejudice relating to sexual orientation and gender, religious intolerance, and all other forms of bigotry will not be tolerated.
- 6.5. The Club will not tolerate drunk and disorderly behaviour that interrupts Club events or otherwise adversely affects members or other people. Any member found to be contravening this clause will be asked to leave the event, and the Committee may resolve to suspend or expel a member from the Club in accordance with Section 8.

7. Cessation of Membership

Membership ceases if a member:

- 7.1. No longer meets the requirements of Sections 5 or 6;
- 7.2. Resigns membership through a notice sent to the Secretary;
- 7.3. Fails to pay their membership fee;
- 7.4. Ceases to be a student of UON (if a general member);
- 7.5. Ceases to be on staff at UON (if an associate member); or

7.6. Is suspended or expelled from the Club in accordance with Section 8.

8. Suspension or Expulsion of Members

- 8.1. The Committee may resolve to suspend or expel a member by a two-thirds (2/3) majority vote if they have reason to believe that member has been guilty of conduct in violation of the following:
 - 8.1.a. The requirements of Sections 5 or 6;
 - 8.1.b. The Aims of the Club;
 - 8.1.c. The University Code of Conduct; or
 - 8.1.d. Australian or New South Wales Law.
- 8.2. A resolution to suspend or expel a member does not take effect unless:
 - 8.2.a. The Committee at a later meeting confirms the resolution by a two-thirds (2/3) majority vote; or
 - 8.2.b. If the member exercises a right of appeal to the members of the Club, the membership at a general meeting confirms the resolution by a two-thirds (2/3) majority vote.
- 8.3. A meeting of the Committee to confirm or revoke a resolution referred to in Clause 8.1 must be held not earlier than fourteen (14) days and not later than twenty-eight (28) days after the notice has been given to the member in accordance with the following:
 - 8.3.a. The Secretary must, as soon as practicable, give notice to that member:
 - 8.3.b. That notice must set out the resolution of the Committee and the grounds on which it is based, and state that the member (or their representative) may address the Committee at the meeting;
 - 8.3.c. The notice must state the date, place, and time of that meeting; and
 - 8.3.d. The notice must inform the member that if, at that meeting, the Committee confirms the resolution, they may give notice within forty-eight (48) hours of the meeting that they will appeal to the membership.
- 8.4. At a meeting of the Committee to confirm or revoke a resolution, the Committee must:
 - 8.4.a. Give the member (or their representative) an opportunity to be heard;
 - 8.4.b. Give due consideration to any written statement submitted by the member;
 - 8.4.c. Determine by resolution whether to suspend or expel the member;
 - 8.4.d. In the case of suspension of a member, determine the length of suspension; and
 - 8.4.e. In the case of expulsion of a member, determine the length of the expulsion, and whether the member will be permitted to apply for membership again after the period of expulsion.
- 8.5. Appeals
 - 8.5.a. The notice of appeal must be lodged within forty-eight (48) hours of notice of expulsion or suspension.

- 8.5.b. Appeals are addressed at a Special General Meeting and are voted on by general members.
- 8.6. At a Special General Meeting convened for the purpose of the appeal:
 - 8.6.a. No business other than the question of the appeal may be conducted;
 - 8.6.b. The Committee may notify the membership of the details of the grounds for the resolution and the reasons for the passing of the resolution;
 - 8.6.c. The member (or their representative) must be given an opportunity to be heard; and
 - 8.6.d. General members present must vote by secret ballot in regards to whether the resolution should be confirmed or revoked.
- 8.7. A resolution is confirmed if, at the Special General Meeting, not less than two-thirds (2/3) of the members vote in favour of the resolution. In any other case, the resolution is revoked.
- 8.8. If a resolution to suspend or expel concerns a Committee member:
 - 8.8.a. They are to be excluded from the Committee meeting at which their suspension or expulsion is to be initially discussed; and
 - 8.8.b. If the initial resolution is confirmed, the member's position on the Committee will be suspended until the outcome has been decided.

9. Committee

- 9.1. NCS shall have a Committee consisting of:
 - 9.1.a. President;
 - 9.1.b. Vice President;
 - 9.1.c. Secretary;
 - 9.1.d. Treasurer;
 - 9.1.e. University Liaison; and
 - 9.1.f. Team Leaders.
- 9.2. The Committee will meet:
 - 9.2.a. At a time and place determined by the President in consultation with the Committee;
 - 9.2.b. Not less than two (2) times per semester;
 - 9.2.c. Minutes shall be taken at all meetings; and
 - 9.2.d. The quorum shall be four (4) Committee members.
- 9.3. Team Leader positions may be established, merged, split, or dissolved as deemed necessary by the Committee for the efficient operation of the Club.
- 9.4. There shall be no more than ten (10) Team Leaders on the Committee.
- 9.5. The Committee shall be elected from general members.
- 9.6. Only general members may vote in the election of the Committee.
- 9.7. Nomination for Committee positions must be forwarded in writing to the Secretary seven (7) days in advance of the AGM and must be signed by at least one other general member.

- 9.8. If insufficient nominations are received in advance, nominations for that position shall be opened to the floor at the AGM. No member is to hold more than one Committee position on the Committee.
- 9.9. A Committee position shall be filled by one person each year and cannot be shared with another member.
- 9.10. The Committee shall hold office for a year commencing the calendar year following their election at the AGM.
- 9.11. A Committee position will be made vacant if that person:
 - 9.11.a. Resigns their position; or
 - 9.11.b. Is no longer a member as outlined in Section 7.
- 9.12. In the event of a vacancy occurring, the Committee may appoint a general member to fill the vacancy until the next Committee election.

10. Committee Responsibilities

The Committee is responsible for the following:

- 10.1. Attendance at Committee and general meetings;
- 10.2. Ensuring the Club is working towards its Aims;
- 10.3. Management of the Club, its Activities, and all its members;
- 10.4. Finances and the annual budget of the Club;
- 10.5. Committee and Team recruitment;
- 10.6. Entering into contracts and arrangements on behalf of the Club;
- 10.7. Deciding on any affiliation as outlined in Section 12.
- 10.8. Abiding by the Club Constitution; and
- 10.9. Ensuring an adequate hand-over to the incoming Committee, including any documents and material.

11. Committee Duties

Duties of Committee members, in addition to those listed in Section 10, shall be:

- 11.1. President
 - 11.1.a. Chair Committee meetings;
 - 11.1.b. Ensure the Committee carries out their responsibilities;
 - 11.1.c. Be the spokesperson for the Club;
 - 11.1.d. Organise general meetings in consultation with the Secretary;
 - 11.1.e. Share duties with Vice President;
 - 11.1.f. Be a signatory of the Club bank account; and
 - 11.1.g. In conjunction with other members of the Committee, provide an annual report to the AGM, and as necessary to any organisation with whom the Club is affiliated.
- 11.2. Vice President
 - 11.2.a. Deputise for the President;
 - 11.2.b. Assist the Committee in the carrying out of their roles;
 - 11.2.c. Be a signatory of the Club bank account; and

- 11.2.d. Assist the President in the provision of an annual report.
- 11.3. Secretary
 - 11.3.a. Manage correspondence for the Club;
 - 11.3.b. Take minutes at Committee and general meetings;
 - 11.3.c. Notify members of the AGM and all other general meetings;
 - 11.3.d. Supervise voting during all meetings;
 - 11.3.e. Update and maintain a list of current members in consultation with the University Liaison;
 - 11.3.f. Manage all of the administrative records of the Club, except the financial records; and
 - 11.3.g. Assist the President in the provision of an annual report.
- 11.4. Treasurer
 - 11.4.a. Keep and update the Club financial records;
 - 11.4.b. Be the main signatory of the Club bank account;
 - 11.4.c. Reimburse members for expenses incurred on behalf of the Club;
 - 11.4.d. Record payment for events and send reminders as necessary;
 - 11.4.e. Provide advice during the preparation of the annual Club budget;
 - 11.4.f. Solely use the Club funds on behalf of the Club and all its members, in line with the Aims and Activities of the Club; and
 - 11.4.g. Prepare an annual financial statement at the end of the calendar year for inclusion in the annual report.
- 11.5. University Liaison
 - 11.5.a. Foster a working relationship with the University;
 - 11.5.b. Manage University room and stall bookings;
 - 11.5.c. Manage correspondence with the University and/or any affiliate students' association for the Club;
 - 11.5.d. Advise the Secretary on membership requirements; and
 - 11.5.e. Assist the President in the provision of an annual report.
- 11.6. Team Leader
 - 11.6.a. Lead and manage the Club team they are responsible for;
 - 11.6.b. Recruit, train, and manage Club team members; and
 - 11.6.c. Assist the President in the provision of an annual report.

12. Affiliation

- 12.1. The Committee may seek affiliation for NCS with the Australian Fellowship of Evangelical Students (AFES) by a two-thirds (2/3) majority vote. If such affiliation is sought, NCS and its members shall comply with all requirements of AFES for recognition as an affiliate Club.
- 12.2. The Committee may seek affiliation for NCS with Student Central by a two-thirds (2/3) majority vote. If such affiliation is sought, NCS and its members shall comply with all requirements of Student Central for recognition as an affiliate Club.

- 12.3. The Committee may seek affiliation for NCS with a students' association by a two-thirds (2/3) majority vote. If such affiliation is sought, NCS and its members shall comply with all requirements of the students' association for recognition as an affiliate Club.
- 12.4. Affiliation may be revoked by a two-thirds (2/3) majority vote of the Committee.

13. Annual General Meeting

- 13.1. An Annual General Meeting (AGM) shall be held annually in the second half of the calendar year.
- 13.2. The President will set the time, date, and location of the AGM in consultation with the Committee.
- 13.3. The AGM must be held on an academic weekday.
- 13.4. The Secretary will give notice and send the agenda to the membership at least fourteen (14) days in advance.
- 13.5. Quorum must be met with the lesser of one-third (1/3) or fifteen (15) general members and two-thirds (2/3) of the Committee being present.
- 13.6. The agenda must include:
 - 13.6.a. Attendance and apologies;
 - 13.6.b. Confirmation of the previous AGM's minutes;
 - 13.6.c. Annual report from the President;
 - 13.6.d. Presentation of financial accounts by the Treasurer;
 - 13.6.e. Reports from Committee members as requested by the President;
 - 13.6.f. Amendments to the constitution (if applicable);
 - 13.6.g. Voting for a new Committee; and
 - 13.6.h. General business.
- 13.7. Minutes must be taken by the Secretary, which must be kept on record and publicised to members no less than seven (7) days after the meeting.

14. Special General Meeting

- 14.1. A Special General Meeting (SGM) can be called at any time:
 - 14.1.a. By a two-thirds (2/3) majority vote of the Committee; or
 - 14.1.b. A written notice to the Secretary by at least 20% of the general members of the Club.
- 14.2. The President will set the time, date, and location of the SGM in consultation with the Committee.
- 14.3. An SGM must be held on an academic weekday.
- 14.4. The business debated at an SGM shall be confined to the purposes for which the meeting was called.
- 14.5. The Secretary will give notice and send the agenda to the membership at least seven (7) days in advance.
- 14.6. Quorum must be met with the lesser of one-third (1/3) or ten (10) general members and two-thirds (2/3) of the Committee being present.
- 14.7. The agenda must include:

- 14.7.a. Attendance and apologies;
 - 14.7.b. Confirmation of the previous meeting's minutes; and
 - 14.7.c. Business for which the meeting was called.
- 14.8. Minutes must be taken by the Secretary, which must be kept on record and publicised to members no less than seven (7) days after the meeting.

15. Rules for Meetings

- 15.1. Notice of meetings must include the date, location, time, and content of the upcoming meeting.
- 15.2. Notice of meetings shall be provided as necessary to any organisation with whom the Club is affiliated.
- 15.3. Quorum must be reached for any business to be conducted.
- 15.4. If quorum is not reached within half an hour of commencement of the meeting, the meeting shall be rescheduled.
- 15.5. Minutes must be taken and recorded at each meeting.
- 15.6. Minutes of meetings shall be provided as necessary to any organisation with whom the Club is affiliated.
- 15.7. All general members entitled to vote can cast one vote for each election.
- 15.8. All resolutions shall be confirmed by a simple majority vote unless otherwise specified in this constitution.
- 15.9. If voting results in a tie then the President shall provide the deciding vote.
- 15.10. The procedure at all meetings shall follow the normal rules of debate.

16. Finances

- 16.1. The Club must hold a separate bank account.
- 16.2. The President, Vice-President, and Treasurer shall be signatories of the bank account.
- 16.3. All financial transactions require at least two (2) signatures of the signatories.
- 16.4. The Committee must approve of all proposed expenditure prior to any purchases being made.
- 16.5. The financial year of the Club shall run from the 1st January to the 31st December following.

17. Transparency

- 17.1. The Club will allow any organisation with whom the Club is affiliated to view the Club financial records on request.
- 17.2. The Club will cooperate completely if an audit is requested. The audit will be carried out by an independent auditor selected by the organisation with whom the Club is affiliated.

- 17.3. The Treasurer will create an annual financial statement to be included in the Club annual report and upon request as necessary by any organisation with whom the Club is affiliated.

18. Liability

- 18.1. All Committee members are equally responsible for proper conduct and management of Club finances and for ensuring that the Club does not accumulate any debt.
- 18.2. Each member is liable to contribute to the assets of the Club if the Club is dissolved and assets are insufficient to meet any outstanding liabilities at the time of dissolution.
- 18.3. The University of Newcastle and its departments and divisions are in no way responsible or liable for the Club finances and will not cover any losses or debt accumulated by the Club.

19. Dissolution

Dissolution of the Club will occur in the case that:

- 19.1. The Club ceases to operate by failing to appoint a Committee.
- 19.2. The Club endures natural attrition and has not been financially or administratively active for twelve (12) months.
- 19.3. A resolution to dissolve the Club is passed by a three-fourths (3/4) majority vote at a general meeting of the membership.
- 19.4. If the Club is dissolved in accordance with Section 19.3, the most recent Committee must inform any organisations with whom the Club is affiliated no later than seven (7) days after the resolution to dissolve the Club has passed.
- 19.5. In the event of dissolution, within twenty-one (21) days:
 - 19.5.a. Any outstanding liabilities shall be met;
 - 19.5.b. Any unspent funds provided by the University or student's association shall be returned to the University or students' association respectively;
 - 19.5.c. Any remaining assets or funds shall be given or transferred to some other not for profit organisation with Aims similar to the Club; and
 - 19.5.d. The Club bank account shall be closed.

This constitution was adopted at a Special General Meeting of Newcastle Christian Students on 10th of March, 2022.

President: Luke Wigney

Secretary: Elizabeth Reid