



Constitution of the Performing Arts Association Of Notre Dame Australia

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PART ONE: THE ASSOCIATION

1. Name and Effect
2. Definitions
3. Interpretation
4. Objects of PAANDA
5. Equity and Diversity
6. Powers and Functions of PAANDA

PART TWO: MEMBERSHIP

7. Qualifications for membership
8. Database of Members
9. Resignation of Members

PART THREE: GOVERNING BODIES

10. PAANDA Committee
11. Executive PAANDA Committee
12. Interim Policy
13. President
14. Vice President
15. Secretary
16. Treasurer
17. Election Governance
18. Resignation or Removal

PART FOUR: MEETINGS

- 19. Proceedings of Committee Meetings
- 20. Minutes of Committee Meetings
- 21. Proceedings of Annual General Meetings

PART FIVE: ALTERATION AND DISSOLUTION

- 22. Alterations
- 23. Dissolutions

Constitution of the Performing Arts Association of Notre Dame Australia

Part 1: The Association

1. Name and Effect

- 1.1. The name of the club is the **Performing Arts Association of Notre Dame Australia (PAANDA)**.
- 1.2. This Constitution is binding on each member of PAANDA.
- 1.3. Any Regulations made under provisions in this Constitution are binding upon each member of PAANDA.
- 1.4. PAANDA shall have a common seal on which its name appears in legible characters.
- 1.5. Unless the Committee decides otherwise, the Secretary shall have the custody of the Common Seal.
- 1.6. The Common Seal shall not be used without the express authority of an Executive member.

2. Definitions

- 2.1. In this constitution, unless the contrary intention appears:

"Absolute Majority" means a majority of all the members attending the meeting and who are entitled to vote under this Constitution.

"AGM" means the Annual General Meeting.

"Committee Member" means any person elected to a position as referred to in section 10.2.

"Committee Meeting" means a meeting of the committee convened as referred to in section 19.

"Executive" means the President, Vice President, Secretary and Treasurer referred to in section 11.

"Member" includes all committee members of PAANDA, and the members of any additional class of membership created in accordance with this Constitution.

“**Quorum**” means at least half of the current PAANDA Committee.

“**Student Association**” means the Student Association of the University of Notre Dame Australia Incorporated.

“**Student**” means a person enrolled in a University as a student.

“**Terms of Reference**” means a document outlining the duties, functions, rights and responsibilities of all roles within PAANDA.

“**University**” means The University of Notre Dame Australia, Fremantle.

“**Written Notice**” means communication through the PAANDA website, email, and social media.

3. Interpretation

3.1. Where in this constitution the word "may" refers to discretionary powers, the word "shall" refers to powers that must be exercised.

4. Objects of PAANDA

4.1. The objects of PAANDA, a non-profit organisation, shall be to:

- a. Cultivate and promote the performing arts to all students within the University community;
- b. Provide an opportunity for all students to participate in amateur theatre;
- c. Provide relevant social activities to benefit students; and
- d. Cooperate with bodies or organisations having kindred aims.

5. Equity and Diversity

5.1 No student shall be discriminated by PAANDA on the basis of race, gender identity, sexuality, religion, political ideologies, physical or mental disability, or age.

6. Powers and Functions of PAANDA

6.1. The powers of PAANDA, as exercised by the Committee, are to:

- a. Expend and invest moneys solely for the promotion of the objects of PAANDA;
- b. Operate banking accounts;

- c. Raise money or request and receive funding for any of the objects of PAANDA;
 - d. Enter into contracts on behalf of PAANDA, the terms of which have been approved by the Executive;
 - e. Hold licenses under any legislation; and
 - f. Take actions necessary as prescribed by this Constitution and all associated Regulations;
- 6.2. PAANDA is subject to the rules and Regulations of the Student Association and the University.

Part Two: Membership

7. Qualifications for Membership

- 7.1. The membership of PAANDA is open to all persons.
- 7.2. The terms, conditions and entitlements of membership of PAANDA shall be prescribed by this Constitution and the Principles of Membership.

8. Database of Members

- 8.1. The Secretary will keep and maintain an accurate database of the members of PAANDA.
- 8.2. Committee members may request to inspect the database at any time.
- 8.3. The Secretary shall keep the database where the PAANDA Committee prescribes.

9. Resignation of Members

- 9.1. A member may resign from membership of PAANDA by giving a written statement of resignation to the Secretary.
- 9.2. The resignation takes effect on the day and the time the statement is received, unless otherwise stated in the resignation.

*Part 3: Governing Bodies***10. PAANDA Committee**

- 10.1. Subject to this Constitution, the affairs of PAANDA shall be governed and managed by the Committee.
- 10.2. The Committee shall consist of:
 - a. Executive positions
 - b. Portfolios determined by the Executive and affirmed by the Committee
 - c. General Committee Members
- 10.3. Eligibility of Committee positions must comply with the Election Regulations.
- 10.4. If no nominees for Executive positions comply with the Election Regulations, nominations must be made by the outgoing President and seconded by an outgoing Executive member.
- 10.5. All terms of office must cease at the closing of the Annual General Meeting.
- 10.6. If a casual vacancy occurs in the Executive and Portfolio it must be filled within 30 days.

11. Executive PAANDA Committee

- 11.1. The Executive of PAANDA will consist of:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- 11.2. The Executive shall determine any matters referred to it by the Committee or this Constitution, and any matters that cannot be reasonably deferred until the following Committee meeting.

12. Interim Policy

- 12.1. The Executive may determine an interim policy where no policy of the Committee exists.
- 12.2. An interim policy will automatically lapse upon the day of the following Committee meeting, unless passed by the Committee at that meeting.
- 12.3. An interim policy that has lapsed may not be readopted in style or substance, unless the Committee meeting at which the policy needed to be passed did not obtain quorum.

13. PAANDA President

- 13.1. The President of PAANDA shall:
 - a. Direct, co-ordinate and supervise the work of the Committee,
 - b. Direct the activities and manage the affairs of PAANDA,
 - c. Preside over all PAANDA meetings, and
 - d. Uphold the provisions outlined in this Constitution, Terms of Reference, and all associated Regulations.

14. PAANDA Vice President

- 14.1. The Vice President of the PAANDA shall:
 - a. Assist the President in the performance of the duties as prescribed in section 13,
 - b. Assume the role of President when vacant until a new President is elected, and
 - c. Uphold the provisions outlined in this Constitution, Terms of Reference, and all associated Regulations.

15. Secretary

- 15.1. The Secretary shall:
 - a. Co-ordinate the correspondence within PAANDA, and
 - b. Uphold the provisions outlined in this Constitution, Terms of Reference, and all associated Regulations.

16. Treasurer

- 16.1. The Treasurer shall:
- a. Be responsible for transparency of all expenditure and income,
 - b. Co-ordinate all financial movements and budgeting,
 - c. Submit a report, balance sheet or financial statement to the Committee at the reasonable request of any Committee member, and
 - d. Uphold the provisions outlined in this Constitution, Terms of Reference, and all associated Regulations.

17. Election Governance

- 17.1. General elections are to be run in accordance with this Constitution and the Election Regulations.
- 17.2. The General elections for all members of the PAANDA Committee shall be held annually.
- 17.3. Ordinary Committee Members may be elected to the PAANDA Committee at any time throughout the year, with due consideration from the Committee.

18. Resignation or Removal

- 18.1. Any Committee member who wishes to resign must submit their resignation in writing to the President.
- 18.2. The resignation takes effect immediately, unless otherwise stated in the resignation.
- 18.3. Any Committee Member who breaches this Constitution or any associated Regulations, may be liable for removal from the Committee.
- 18.4. A Committee member liable for removal will be issued a letter from the Executive requesting a written or verbal apology and statement for the consideration to remain on the committee.
- 18.5. This statement shall be addressed to and considered by the Committee at a meeting no later than two weeks after the letter has been issued.
- 18.6. At this meeting, the member liable for removal shall be given a full and fair

opportunity to submit their statement, before the Committee votes on the matter.

Part 4: Meetings

19. Proceedings of Committee Meetings

- 19.1. The Committee shall meet not less than three times per academic semester.
- 19.2. The President or at least half of the members of the Committee may at any time convene a meeting.
- 19.3. Notice of meetings must be given to members of the Committee at least 48 hours prior to the meeting in writing.
- 19.4. The Secretary shall prepare and distribute an agenda to all members of the Committee at least 12 hours prior to the commencement of a meeting in writing.
- 19.5. Agenda items must be submitted to the Secretary at least 36 hours prior to the commencement of a meeting in writing.
- 19.6. Any member of PAANDA may submit an item to be put on the agenda.
- 19.7. A Committee member with a conflict of interest shall:
 - a. As soon as he or she becomes aware of that interest, disclose the nature and extent of the interest to the Committee, and
 - b. Not take part in any deliberations or decisions of the Committee with respect to that conflict.
- 19.8. Quorum is required at all meetings.
- 19.9. A Committee member may appoint in writing another member who is physically present to be their proxy.
- 19.10. A member may hold no more than three proxies.
- 19.11. Each Committee member present in person or by proxy at a meeting is entitled to a deliberative vote.
- 19.12. A question arising at a Committee meeting shall be decided by a majority of votes, if there is no majority the person Presiding at the meeting will have a casting vote in addition to a deliberative vote.

20. Minutes of Committee Meetings

- 20.1. The Secretary must take detailed minutes of all Committee meetings.
- 20.2. The Secretary shall keep all minutes where the Committee prescribes.
- 20.3. Minutes must be distributed to all Committee members within 7 days.
- 20.4. All minutes are presumed truthful and accurate once they have been passed by the Committee at the next Committee meeting.
- 20.5. Any Committee member may challenge the content of the minutes prior to them being passed.
- 20.6. Any PAANDA member is entitled to view the minutes upon request.

21. Proceedings of Annual General Meetings

- 21.1. PAANDA must convene an Annual General Meeting (AGM) prior to 1st December each year.
- 21.2. The Secretary shall give all members no less than 7 days written notice of the AGM, and that notice shall specify:
 - a. When and where the AGM is to be held; and
 - b. An agenda of order of business to be discussed.
- 21.3. The Secretary shall give written notice of the complete agenda to all members no less than 48 hours prior to the AGM.
- 21.4. Quorum is required at an AGM.
- 21.5. If within 30 minutes after the commencement of the AGM quorum is not achieved, the meeting shall lapse.
- 21.6. Committee members who are more than 30 minutes late to the AGM shall be considered absent.
- 21.7. The AGM may be adjourned with the consent of those present.
- 21.8. Requirements for notice under section 21.2 shall apply for adjourned AGM meetings.
- 21.9. At the AGM, resolutions shall be decided by a majority vote.
- 21.10. Voting will be determined by a show of hands unless a secret ballot is requested

by any member present, in the event of which the Secretary will conduct a secret ballot.

- 21.11. Unless a vote has been determined by a secret ballot, any member may request that the names of those who voted for, against, or abstained from the vote, be recorded in the minutes.
- 21.12. A member may appoint in writing another member who is physically present to be their proxy.
- 21.13. A member may hold no more than one proxy.
- 21.14. Each member present in person or by proxy at an AGM is entitled to a deliberative vote.
- 21.15. A question arising at a Committee meeting shall be decided by a majority of votes, if there is no majority the person presiding at the meeting will have a casting vote in addition to a deliberative vote.

Part 5: Alterations and Dissolution

22. Alterations

- 22.1. Any changes to the Constitution must first be passed by 75% of the Committee, at a Committee meeting.
- 22.2. All members must receive written notice of said Committee meeting at least 7 days prior.
- 22.3. Changes must then be passed by the Student Association Executive.
- 22.4. Once approved by the Student Association and the Committee the changes will take effect.

23. Dissolution

- 23.1. Upon the dissolution of PAANDA any remaining property shall be transferred to the Student Association.