



## The UNSW Buddhist Society

### (UNIBUDS)

UNIBUDS c/o The Religious Centre  
Room 311, 3<sup>rd</sup> floor, Squarehouse  
University of New South Wales  
Kensington NSW 2052  
Australia

## CONSTITUTION OF UNIBUDS

As Amended on 27 September 2008

1. **NAME:**  
The official name of the Society shall be: "The University of New South Wales Buddhist Society", being hereafter referred to as UNIBUDS.
2. **INTERPRETATION:**  
For the purposes of this constitution, the following terms shall mean:
  - 2.1 University - The University of New South Wales.
  - 2.2 Executive Committee - The Executive Committee of UNIBUDS
  - 2.3 Member – Member of UNIBUDS
  - 2.4 Society – UNIBUDS
  - 2.5 General Meeting – Annual General Meeting or Extraordinary General Meeting
  - 2.6 Sacca – UNIBUDS newsletter
3. **OBJECTIVES:**  
The objectives of the Society shall be:
  - 3.1 To encourage, foster, promote, develop and extend Buddhism within the University.
  - 3.2 To bridge and develop a better understanding of the Dhamma Teachings from various Schools of Buddhism.
  - 3.3 To promote Buddhist meditation practices.
  - 3.4 To cater to the welfare of members.
  - 3.5 To foster goodwill, mutual understanding and friendship among Buddhists, other religious groups and the Australian public.
4. **PATRONS:**
  - 4.1 Appointment of Patrons:
    - 4.1.1 The Society shall appoint no more than two Venerables as the Patrons of the Society. In the event of the two Patrons being appointed, they must be from two different Schools of Buddhism.
    - 4.1.2 The appointment of the Patron(s) shall be made by the Executive Committee. The President shall invite the appointed Venerable(s) to the position. The tenure of the position shall be one year coinciding with the term of the Executive Committee. Preference shall be given to the Venerables residing in New South Wales.
  - 4.2 Purpose of Appointment and Duties of Patron(s):
    - 4.2.1 To provide direction for the Society in accordance with its objectives under Clause 3.
    - 4.2.2 To act as adviser on matters regarding UNIBUDS. They may be invited to all public meetings of the Society.
5. **MEMBERSHIP:**
  - 5.1 Types of membership:
    - 5.1.1 ORDINARY – Ordinary membership is open to all students currently enrolled in the University.
    - 5.1.2 ASSOCIATE – Associate membership is open to all applicants who do not qualify under Clause 5.1.1.
    - 5.1.3 HONORARY – Honorary membership shall be granted by the Executive Committee to any members who in the Executive Committees' opinion made some prominent contribution to the

furtherance of the objectives of the Society. They shall be regarded as life members of the Society. Patron(s) shall be the Society's Honorary members on retirement.

5.1.4 Contact details for members of the Society are to remain with the Executive Committee to have sole access. Contact details are not to be given or sold to any other person or organisation.

5.2 Modes of application:

5.2.1 Application for membership shall be made on a prescribed form issued by the Society. The payment of the annual subscription fee should be forwarded with the application. The application shall be considered by the Executive Committee for the purpose of approval or rejection.

5.2.2 Renewal of membership must be accompanied by an application form and payment of the annual subscription fee.

5.3 Rights of members:

5.3.1 ORDINARY members are entitled to all the rights and privileges of the Society.

5.3.2 ASSOCIATE members are entitled to all the rights, except voting rights, at General Meetings.

5.3.3 HONORARY members shall have no voting rights at General Meetings.

5.4. Membership subscription:

5.4.1 The annual subscription fee for the different types of membership shall be decided by the Executive Committee.

5.4.2 The annual subscription shall expire on 31<sup>st</sup> March of each calendar year.

5.4.3 Honorary members and Patrons are exempted from paying any annual subscription fees.

5.5 Termination of membership:

5.5.1 Membership shall be ceased in any of the following cases:

5.5.1.1 Members whose annual subscription has expired as stated in Clause 5.4.2.

5.5.1.2 By resignation, a written notice of which should be given to the Executive Committee.

5.5.1.3 Any members found to have violated the Constitution without giving reasons considered acceptable by the Executive Committee.

5.5.1.4 Upon decease.

6. EXECUTIVE COMMITTEE:

6.1 Subject to the decisions of any Annual General Meeting of the Society, the management and control of the affairs of the Society shall be vested in the Executive Committee consisting of:

6.1.1 President

6.1.2 Vice-President(s)

6.1.3 Honorary Secretary

6.1.4 Honorary Treasurer

6.1.5 plus all other positions decided upon by the Annual General Meeting or decided by the Executive Committee before the Annual General Meeting.

6.2 The key positions in the Executive Committee (i.e.: President, Vice-President(s), Honorary Secretary, and Honorary Treasurer) shall be held by different Ordinary members.

6.3 The members of the Executive Committee shall hold office for one (1) year and shall be elected at the Annual General Meeting, except where clause 6.6 applies.

6.4 Powers of the Executive Committee:

6.4.1 The Executive Committee shall have and is hereby given full power to deal with all matters relating to the objectives of the Society and any matters arising out of this Constitution, except directed otherwise in General Meetings.

6.4.2 The Executive Committee shall have the rights to appoint and delegate the powers to sub-committee(s).

6.5 With the consent of a two-third majority of the Executive Committee, the Executive Committee may appoint no more than two (2) non-portfolio Executive Committee members within one (1) term.

6.6 Should a vacancy(ies) arise in any of the key positions in the Executive Committee (i.e. President, Vice-President(s), Honorary Secretary, and Honorary Treasurer), the position(s) shall be filled at an Extraordinary General Meeting.

6.7 A valid resignation of an Executive Committee member requires a notification letter to be handed in to the Executive Committee informing of the intention of resignation. Four (4) weeks after this notification letter has been submitted, an official resignation letter is to be submitted to the President.

Although the Executive Committee member has now officially resigned from the position, s/he must continue to perform his /her responsibilities for two (2) more weeks after the submission of the official resignation letter. In addition, s/he has to document his /her responsibilities to ensure a smooth hand-over to the next Executive Committee member.

6.8 Members should be notified if any Executive Committee member resigned from their position within seven (7) days after the official date of resignation.

- 6.9 If any Executive Committee member fails to carry out his/her duties as spelt out in the Constitution, or as agreed by the Executive Committee, the Executive Committee may decide to institute disciplinary action, which may include expulsion from the Executive Committee, in which case the position shall be declared vacant. If necessary a General Meeting can be called to remove the Executive Committee member, by a two-third (2/3) majority of the Ordinary members present at the meeting.

## 7. DUTIES OF THE EXECUTIVE COMMITTEE:

- 7.1 The President:
- 7.1.1 shall be the chairperson at all the meetings of the Society.
  - 7.1.2 acts as the spokesperson for the Society.
  - 7.1.3 oversees the voting process when necessary at all meetings over which s/he presides.
  - 7.1.4 shall sign the minutes of the preceding Executive Committee meeting.
  - 7.1.5 shall be entitled to direct the Honorary Secretary to call an Executive Committee meeting.
  - 7.1.6 where there are any matters affecting the objectives of the Society that necessitate immediate decisions, the President is hereby invested the power to make the decisions prior to discussion with the Executive Committee. Those decisions will be brought to the attention of the Executive Committee at the earliest possible date.
  - 7.1.7 shall not hold another Executive Committee position in any other Buddhist societies/organisations.
  - 7.1.8 must at the end of his/her term of office prepare a report (known as the President's Report) to the incoming Executive Committee to be kept in the UNIBUDS Library. This Report shall include the decisions, outcomes and issues arising from his/her term of office, as well as a list of recommendations for the incoming or future Executive Committee.
  - 7.1.9 whenever the Constitution has been amended and a new constitution is printed, the President must read through the Constitution and certify it to be correct and free from spelling mistakes. The President must then initial every page of the Constitution before printing to show its authenticity and to avoid confusion.
- 7.2 The Vice President(s):
- 7.2.1 assists the President.
  - 7.2.2 is Acting President in the absence of the President.
  - 7.2.3 is representative of the Executive Committee in liaison with the sub-committee.
  - 7.2.4 is responsible for taking care of member welfare.
  - 7.2.5 shall not hold another Executive Committee position in any other Buddhist societies/organisations.
- 7.3 The Honorary Secretary:
- 7.3.1 keeps custody of all documents, forms, records and files of the Society.
  - 7.3.2 be responsible for all general correspondence on behalf of the Society.
  - 7.3.3 keeps minutes of all meetings.
  - 7.3.4 compiles a list of all members.
  - 7.3.5 presents an Annual Report on the activities of the Society at the Annual General Meeting.
  - 7.3.6 sends minutes of all Executive Committee meetings to the Patron(s) and show it to the member(s) upon request.
  - 7.3.7 in his/her report to the Annual General Meeting, must furnish details of assets of the Society and hand over the assets to the incoming Executive Committee within one (1) week after the Annual General Meeting.
  - 7.3.8 shall not hold another Executive Committee position in any other Buddhist societies/organisations.
- 7.4 The Honorary Treasurer:
- 7.4.1 is responsible for the collection of all subscription fees.
  - 7.4.2 receives all monies due to the Society and issues receipts for such payments.
  - 7.4.3 submits the audited financial statements for the Executive Committee term to the Annual General Meeting.
  - 7.4.4 regularly informs the President and the Executive Committee of the Society's financial position.
  - 7.4.5 shall not hold another Executive Committee position in any other Buddhist societies/organisations.
- 7.5 The remaining members of the Executive Committee shall have portfolios as may be assigned to them.

## 8. MEETINGS:

- 8.1 Annual General Meeting:
- 8.1.1 The Annual General Meeting shall be held by the 15<sup>th</sup> of October every year.
  - 8.1.2 The notice of Annual General Meeting shall be given at least five (5) academic days before the Annual General Meeting. The time and place of the Annual General Meeting with the agenda must be published and advertised in the Sacca.
  - 8.1.3 Business of the Annual General Meeting shall be:

- 8.1.3.1 At the Annual General Meeting, the President shall present a report on the Society, the Honorary Secretary shall present the annual report and the Honorary Treasurer shall present the audited financial statements, a copy of which should be available to each member.
- 8.1.3.2 To elect the next Executive Committee.
- 8.1.3.3 Constitutional amendments and other motions on notice may be discussed and voted upon.
- 8.2 Extraordinary General Meeting:
  - 8.2.1 An Extraordinary General Meeting shall be called within twenty one (21) academic days, but no sooner than five (5) academic days after:
    - 8.2.1.1 Receipt by the Honorary Secretary a petition signed by fifteen (15) or half of the Ordinary members, whichever is the lesser, stating an agenda for the proposed meeting.
    - 8.2.1.2 The Executive Committee passes a resolution to hold such a meeting.
  - 8.2.2 Notice shall be given to members no less than seven (7) days before the meeting, unless the Executive Committee deems it necessary due to the urgency of the agenda.
  - 8.2.3 Extraordinary General Meetings shall be held during University session.
  - 8.2.4 The format, procedures, notice, and quorum for an Extraordinary General meeting shall be the same as for an Annual General Meeting, except that Executive Committee elections will not be held unless specifically notified.
- 8.3 Quorum:
  - 8.3.1 A quorum at a General Meeting of the Society shall be half or fifteen (15) ordinary members, whichever is the lesser.
  - 8.3.2 Should a quorum not be present half (1/2) an hour after the scheduled time of commencement, the meeting shall be adjourned for no less than seven (7) days and no more than twenty one (21) days, subject to Clause 8.2.2. Regardless of the numbers present, the meeting is then convened and shall have the authority to deal with the business of the original agenda.
- 8.4 Executive Committee Meetings:
  - 8.4.1 Meetings of the Executive Committee shall be held at least six (6) times during a term of office.
  - 8.4.2 Notice of meetings, including the agenda, shall be given by the Secretary, who may liaise with the President, to all Executive Committee members no less than three (3) days prior to the intended day of the meeting, except in special circumstances.
  - 8.4.3 A quorum at a meeting of the Executive Committee shall be two thirds (2/3) of the members of the Executive Committee.
  - 8.4.4 Any Executive Committee member absent from three (3) consecutive meetings without adequate reasons shall be deemed to have relinquished his/her post.
- 8.5 Decision-making:
 

Decisions shall be made by a simple vote of the majority present at all meetings or as otherwise stated in the Constitution.
- 9. ELECTIONS:
  - 9.1 The election of the Executive Committee is normally held during the Annual General Meeting, except where clause 6.6 applies.
  - 9.2 Nominations:
    - 9.2.1 All candidates standing for election to the Executive Committee shall be duly proposed and seconded by Ordinary members of the Society.
    - 9.2.2 All nominations for the position of President, Vice-President, Honorary Secretary, Honorary Treasurer, plus all other positions, shall be submitted to the Honorary Secretary at least two (2) days before the General Meeting. Candidates nominated shall be eligible to stand for any position, except where clause 6.2 applies.
    - 9.2.3 Nominations shall be accepted at the General Meeting should there be no nominations received for the relevant position(s) as prescribed in Clause 9.2.2.
    - 9.2.4 Additional candidates for positions created under clause 6.1.5. can be proposed and seconded by any Ordinary members present at the General Meeting.
  - 9.3 Voting:
    - 9.3.1 Voting shall be carried out by a show of hands, unless decided otherwise by the majority of Ordinary members present at the General Meeting.
    - 9.3.2 Decisions shall be carried out by a simple majority.
    - 9.3.3 A Returning Officer shall be appointed by the outgoing Executive Committee prior to the Annual General Meeting and he/she shall preside over the election of the new Executive Committee.

- 9.3.4 The Returning Officer must write a report outlining the candidates nominated and the results of the election of the new Executive Committee.

10. FINANCE:

- 10.1 The Executive Committee must approve all accounts and expenditures for payment.
- 10.2 The Society may apply to the University for financial assistance in accordance with the Constitution and rules of the University.
- 10.3 All disbursements of the Society, other than petty cash, shall be in the form of cheques, which shall be signed by the Honorary Treasurer and either the President or Honorary Secretary.
- 10.4 The President is given the authority to spend an amount not exceeding fifty dollars (\$50.00) in the absence of the Executive Committee but s/he should report and justify such expenditure in the next Executive Committee meeting.
- 10.5 In the circumstances where receipts of income and expenditure of activities held by the Society are not obtainable, the Executive Committee member responsible shall prepare a report or memorandum outlining and justifying such expenses. This report or memorandum shall be approved by the Executive Committee, and presented to the Honorary Treasurer and the auditor.
- 10.6 Members who act on behalf of the Society, with the approval of the Executive Committee prior to the undertaking of the activities, shall not be responsible for any liabilities.
- 10.7 The financial year of each Executive Committee term should end on 31<sup>st</sup> August each year.
- 10.8 An auditor shall be appointed by the Executive Committee to audit the annual financial statements.
- 10.9 The Society shall hold an account with a financial institution on University campus.

11. AFFILIATIONS:

- 11.1 Affiliation with any organisation shall be made upon consultation with the Patrons and with the approval of a two third (2/3) majority of members present at the General Meeting.
- 11.2 The Executive Committee may cooperate with any organisation(s), or statutory body(ies) or person(s) in the manner which the Executive Committee considers will help to promote the objectives of the Society.

12. DISSOLUTION OF UNIBUDS:

- 12.1 If notice of intention to dissolve UNIBUDS is given to the Honorary Secretary by one quarter (1/4) or forty (40) Ordinary members, whichever is less, the Executive Committee shall, in no less than twenty one (21) days, convene an Extraordinary General Meeting with the item of dissolution as the only item on the agenda. If the motion for dissolution is carried by a two-third (2/3) majority of those Ordinary members present, and provided that those present constitute a quorum as provided in Clause 8.3.1, the Society shall be dissolved.
- 12.2 On dissolution of the Society, the Society is not to distribute assets to members. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. This organisation will be nominated by the Executive Committee upon consultation with all Patrons at the dissolution meeting of the Society.

13. AMENDMENT OF THE CONSTITUTION:

- 13.1 None of the articles of the Constitution shall be altered, rescinded or added to, except with the approval of a two third (2/3) majority of all Ordinary members present at the Annual General Meeting.
- 13.2 Amendments to the Constitution shall be officially submitted in writing to the Chairperson of the impending Annual General Meeting at least seven (7) days prior to the meeting. Copies of the standing Constitution and the proposed amendments shall be made available to members through the UNIBUDS Library at least three (3) days prior to the Annual General Meeting.

14. AWARDS:

- 14.1 All awards must be approved by the Executive Committee. The nominee(s) can be nominated and seconded by any UNIBUDS member. A written submission outlining the achievements of the nominee(s) must be forwarded to the Executive Committee or a Convenor appointed by the Executive Committee for consideration.
- 14.2 The Executive Committee will decide which awards are to be presented for the year and guidelines for all awards must be published in Sacca for nominations.
- 14.3 A register showing the date and type of awards must be kept by the Honorary Secretary.

15. GENERAL:

- 15.1 Should any ambiguity arise from the wording of the Constitution, it shall be interpreted by the Executive Committee.

- 15.2 The Society shall comply with Anti-Discrimination legislation in all of its activities or procedures, including the granting of membership to the Society.
- 15.3 A non-member is not entitled to speaking rights at a meeting of the Society unless the Annual General Meeting and the Executive Committee decide otherwise.
- 15.4 If the Executive Committee admits any other member(s) of the Society to the Executive Committee meetings, such member(s) are only observer(s) and has no voting rights in the Executive Committee meetings.
- 15.5 It is recommended that the most recently disbanded Executive Committee should assist and advise the newly elected Executive Committee by attending Executive Committee meetings, subject to clause 15.4, until 31<sup>st</sup> December each year.
- 15.6 The Society shall not identify itself with any particular School of Buddhism.
- 15.7 Any member acting on behalf of the Society must first have the approval of the Executive Committee, or in the absence of an Executive Committee meeting, the President or Vice-President must first agree to the proposed action and accept responsibility for it before such action may be executed.
- 15.8 The sub-committee shall act in accordance with the decisions of the Executive Committee.
- 15.9 All previous documents of the Society shall be kept in the UNIBUDS Library.
- 15.10 At the conclusion of the activities organised by the Society, the organiser is required to submit a report outlining the difficulties, if any, and sharing his/her wisdom with future organisers by giving his/her recommendations, a budget of income and expenditure supported by photocopies of receipts for the purpose of auditing. These reports shall be kept in the UNIBUDS Library for future reference.
- 15.11 The author of the report must initial every page of the report to show authenticity of the report.
- 15.12 All reports must be signed by the author at the end of the report and all reports must contain a Clause to the effect that: "The Executive Committee of UNIBUDS in the \_\_\_ th Executive Meeting considered the report submitted by (name of Executive Committee member/s) on (Name of topic). The Executive Committee approves and accepts the report as accurate."

***END OF CONSTITUTION OF UNIBUDS***

## STATEMENT OF CERTIFICATION

It is hereby certified that pages 1 to 6 represent the most recent version of the University of New South Wales Buddhist Society (UNIBUDS) Constitution, as amended at the Annual General Meeting on 27 September 2008.

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Kia Sheng CHEW  
Honorary Secretary  
Date: 27 September 2008

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Khai Yi NG  
President  
Date: 27 September 2008