



UNSW Mathematics Society

CONSTITUTION

&

GRIEVANCE RESOLUTION POLICY AND PROCEDURE

Last amended at 2024 AGM: 19th September 2024

1 Introduction

- 1.1 The official name of the club shall be: “UNSW Mathematics Society”.
- 1.2 The club shall be affiliated with Arc.
- 1.3 The aims and objectives of the club are:
 - 1.3.1 To enhance the sense of community amongst students with an interest in mathematics;
 - 1.3.2 To inform students of the maths-related opportunities in their studies and careers;
 - 1.3.3 To support students in their studies and to provide a forum to discuss all aspects of mathematics.
- 1.4 In all matters not specifically dealt with herein, the procedures set out in the latest edition of Guide for Meetings and Organisations by N.E. Renton shall apply.

Definitions

- 1.5 For the purposes of this Constitution:
- 1.5.1 The University shall mean the University of New South Wales;
 - 1.5.2 Arc shall mean Arc @ UNSW Limited;
 - 1.5.3 Members shall mean full members of the club;
 - 1.5.4 Associate members shall mean associate members of the club;
 - 1.5.5 The Executive shall mean the Executive of the club;
 - 1.5.6 The Committee shall mean the Executive of the club as well as any member appointed by the Executive to fill a specific role;
 - 1.5.7 The Annual General Meeting shall mean the Annual General Meeting of the club;
 - 1.5.8 An academic day shall mean a day during the first, second or third term of the University's academic year which is not a Saturday, Sunday, Public Holiday or University Holiday; and
 - 1.5.9 Subjects shall mean units of study offered by the University in progression to the award of a degree.
- 1.6 Unless a contrary statement appears in Section 8 of this Constitution, the club shall be bound by all the clauses in Section 2 to Section 7 of this Constitution.

2 Not-for-profit clause

- 2.1 The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

3 Membership

- 3.1 Contact details for members of the Club are to remain with the Executive and Arc to have sole access. Contact details are not to be given or sold to any other person.
- 3.2 Full membership of the Club shall be open to all UNSW students, and they shall be required to pay an annual Club membership fee set by the Club Executive, and complete a membership form.

- 3.3 Associate membership shall be open to all persons who are not UNSW students, provided that they pay a membership fee that is set by the Club Executive, and they complete a membership form prepared by the Club Executive.
- 3.4 The duration of a person's membership shall be until the Club's next Annual General Meeting after they have become a member, or until the end of Week One in Term One of the University year after they have become a member, whichever is the latter.
- 3.5 The Club shall comply with Anti-Discrimination legislation in all its activities and procedures, including the granting of Club membership.
- 3.6 Notwithstanding clauses 3.13 and 3.14, a member of a Club Executive may have their position declared vacant according to the procedures set out in Section 5.8.
- 3.7 Notwithstanding clauses 3.13 and 3.14, an Executive, a member or associate member of a Club may have their membership terminated after the following procedure is followed:
 - 3.7.1 A motion is carried by the Executive, or the Executive is petitioned by twenty (20) members to instigate impeachment proceedings;
 - 3.7.2 The members of the Club are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 5.4;
 - 3.7.3 The member concerned is notified in writing of the procedures and reasons for proceedings at least seven (7) days prior to the meeting.
 - 3.7.4 The member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting.
 - 3.7.5 The motion is carried by the Extraordinary General Meeting.
- 3.8 Notwithstanding clauses 3.13 and 3.14, an Executive, a member or associate member of a Club may have their membership terminated if the following occurs:
 - 3.8.1 The person in question has acted in a way that has sabotaged the functions of the Club or disregarded the Constitution to the detriment of the Club's membership; and/or,
 - 3.8.2 The person in question has instigated instances of bullying, harassment, assault and/or gendered violence to one or multiple individuals.
 - 3.8.3 The Club has liaised with Arc about the person in question and Arc has determined the issue is of a serious nature.
 - 3.8.4 The Club has, in consultation with Arc, determined that a public EGM to remove the individual would cause undue harm to those that have been victimised or harmed.
- 3.9 Notice of a General Meeting must then be presented via the email they provided when signing up to the Club, to the person(s) in question, and the Executive, at least seven (7) days prior to the meeting.

- 3.10 This meeting must be held in-camera (privately) and the only people permitted to attend the meeting are:
 - 3.10.1 Executive as listed within their Constitution,
 - 3.10.2 the person(s) in question,
 - 3.10.3 a support person for each of the person(s) in question, as required
 - 3.10.4 Any member of Arc Clubs Management, as required
- 3.11 The person(s) in question must be afforded procedural fairness, including five (5) minutes to speak against the motion. (refer to Arc Clubs Policy Section E, 33.5 - 33.11)
- 3.12 The motion is carried by the General Meeting.
- 3.13 Any member of a Club or Club Executive who believes they have been wrongly expelled may appeal to the Clubs Tribunal, who will arrive at the final resolution of the matter.
- 3.14 Appeals must be submitted in writing within seven (7) days of receiving the penalty and must include a justification for seeking an appeal.

4 Executive

- 4.1 The Executive of the club shall be elected from the full members at the Annual General Meeting and shall consist of at least:
 - 4.1.1 A President;
 - 4.1.2 A Vice President (Activities);
 - 4.1.3 A Vice President (Development);
 - 4.1.4 A Vice President (Education);
 - 4.1.5 A Vice President (Operations);
 - 4.1.6 A Secretary (with Grievance Officer duties); and
 - 4.1.7 A Treasurer
- 4.2 The term of office for each Executive elected at an AGM shall start at the conclusion of Term 3 in the current year and continue for a full calendar year.
- 4.3 One member is permitted to hold two Executive positions, provided that a minimum of three different members shall remain on the Executive at all times, with the exception that the positions of President and Treasurer may not be held by the same person.

- 4.4 Job sharing of any Executive position is not permitted.
- 4.5 The Executive shall be responsible for the following duties:
 - 4.5.1 The activities of the club;
 - 4.5.2 The finances of the club;
 - 4.5.3 Appointing members to the Committee;
 - a) Appointments will be made by majority vote of the Executive.
 - 4.5.4 The maintenance and review of policies and procedures of the Club, including its Grievance Resolution Policy & Procedure.
- 4.6 The Executive is at all times bound by the decisions of a club Annual or Extraordinary General Meeting.
- 4.7 Any member of the Executive shall have their position declared vacant if they:
 - 4.7.1 Die;
 - 4.7.2 Cease to be a member of the club;
 - 4.7.3 Cease to be a UNSW student;
 - 4.7.4 Have their position declared vacant at an Extraordinary General Meeting.
 - 4.7.5 Are absent from any three (3) consecutive meetings of the Club without apology or leave.
- 4.8 Any member of the Committee shall have their position declared vacant if they:
 - 4.8.1 Meet the criteria outlined in section 4.7; or
 - 4.8.2 Are removed from their role by majority vote of the Executive.
- 4.9 Any vacancy on the club Executive must be filled at an Extraordinary General Meeting, via the procedures outlined in Section 5.
- 4.10 Executive positions that become vacant less than 1 month before the yearly affiliation period may be filled by majority vote of the Executive. People appointed this way will be 'Acting' in the position, may not be the President or Treasurer, may not be a bank signatory and cannot act as Arc Membership Portal administrators.
- 4.11 Duties of the following Executive positions shall include but not be limited to:
 - 4.11.1 President**
 - a) To chair all club, Committee, General and Annual General Meetings (held during their term) of the club or society;
 - b) To oversee and coordinate the activities and administration of the club;

- c) To ensure that the elected officers of the club or society perform duties as laid down by the clubs' Constitution, through regular email updates, regularly advertised meetings, reports and notices and/or regular newsletters;
- d) To ensure that all other tasks necessary for the running of the activities of the society are performed, properly either by doing them or delegating the duties;
- e) To have a thorough knowledge of the club's or society's Constitution;
- f) To plan the coming year's activities;
- g) To act as official spokesperson for the club;
- h) To arrive at a membership fee with the Executive;
- i) To liaise with fellow office bearers;
- j) To acquaint each committee member with their function, responsibility, duties and maintain personal contact with them;
- k) To liaise with Arc and departments of the University where necessary;
- l) To ensure that all required reaffiliation documentation is submitted to Arc within the time period prescribed by Arc;
- m) To ensure that the Treasurer submits a Financial Report to the club at the AGM and to Arc and that they have the club's finances in good order in preparation for Spot Audits by Arc;
- n) To ensure that Arc is informed of changes to the Executive;
- o) To pass on their knowledge to their successor; and
- p) Other duties as in accordance with the Constitution of the club.

4.11.2 Vice President (Activities)

- a) To oversee the planning of the society's social events;
- b) To facilitate bonding and cohesion through internal bonding events;
- c) To liaise with fellow office bearers;
- d) To assist the President in their duties wherever practical;
- e) To pass on their knowledge to their successor; and
- f) Other duties as in accordance with the Constitution of the club.

4.11.3 Vice President (Development)

- a) To oversee career-related events and sponsorship outreach;
- b) To oversee any club relevant IT projects and developments;
- c) To liaise with fellow office bearers;
- d) To assist the President in their duties wherever practical;
- e) To pass on their knowledge to their successor; and
- f) Other duties as in accordance with the Constitution of the club.

4.11.4 Vice President (Education)

- a) To oversee the execution of academic events, general educational talks, technical workshops, and competitions, as well as the creation of online resources;
- b) To maintain a relationship with the School of Mathematics and Statistics and the Faculty of Science and to communicate regularly and to notify them of the society's dealings;
- c) To liaise with fellow office bearers;
- d) To assist the President in their duties wherever practical;
- e) To pass on their knowledge to their successor; and
- f) Other duties as in accordance with the Constitution of the club.

4.11.5 Vice President (Operations)

- a) To manage the society's social media, online and physical media presence and branding;
- b) To liaise with fellow office bearers;
- c) To assist the President in their duties wherever practical;
- d) To pass on their knowledge to their successor; and
- e) Other duties as in accordance with the Constitution of the club.

4.11.6 Secretary

- a) To be responsible for receiving and replying to all correspondence on behalf of the club;
- b) To organise meetings, agendas (in consultation with the President), and minutes;
- c) To keep relevant club papers in order;
- d) To coordinate elections;
- e) To maintain the membership list, updating when changes are made.

- f) To handle all suggestions, complaints and other feedback by Club members, which are to be brought up with the Executive during Executive meetings.
- g) To maintain the role of grievance officer:
 - i) To receive complaints and grievances relating the the Club;
 - ii) To foster an inclusive culture within the Club
 - iii) To lead efforts ensuring that your internal Club culture is positive and to prioritise and foster wellbeing and balance within the Club;
 - iv) Ensure that Club events will not result in poor wellbeing outcomes and will not lead to grievances from Club members and/or executives;
 - v) To be an accessible contact for members, UNSW students and UNSW staff in receiving complaints and grievances relating to the Club and on any matters regarding equity of events and activities as well as conduct and diversity within the Club.
 - vi) To investigate grievances (where necessary) and resolve grievances or make recommendations to the Club Executive on the resolution of grievances;
 - vii) To act in a fair, ethical and confidential manner in the performance of their duties, and pass on their responsibilities for specific grievances to other Club Executives if they cannot act impartially; and
 - viii) To notify those involved of the outcome of the grievance.
 - ix) To not act as counsellor during any grievances, but to ensure that anyone experiencing distress is provided with adequate resources on who to speak to or where to go to seek professional advice or help.
 - x) To facilitate, promote, and engage non-majority demographics of the Club, and ensure that the Club takes into consideration the needs and requirements of non-majority demographics to make their events and activities as inclusive as possible.
 - xi) Provide guidance to members and representatives of the Club on appropriate ways to behave and to communicate inclusively.
 - xii) Ensure that all Club communications can be understood clearly by all students by avoiding the use of slang and idioms, where practicable;

- xiii) Monitor engagement, membership and any significant issues from students relating to non-majority demographics within the Club and provide reports to Club Executive as required;
 - xiv) Undertake training as required to build understanding of how to look out for your peers and how to improve the internal culture of your Club; and,
 - xv) Other relevant duties as required.
- h) To pass on their knowledge to their successor; and
 - i) Other duties as in accordance with the Constitution of the club.

4.11.7 Treasurer

- a) To keep and maintain all club financial records;
- b) To hold petty cash tins;
- c) To keep the club informed of its financial position (at meetings, through regular email reports, or regular newsletter);
- d) To carry out financial transactions as directed by the club management;
- e) To not lend money, under any circumstances to yourself, club members or other clubs;
- f) To always ensure that the records are up to date and in good order so that if they are otherwise unable to continue in that capacity someone else can easily take over;
- g) To not put the club in debt that cannot be repaid, but should endeavour to match costs and income as closely as possible;
- h) To always insist on a receipt or docket to validate any expenditure by the club;
- i) To always provide a description and reference on any internet banking or app banking payments made;
- j) To always provide a receipt to a person who gives money to the club for any reason and bank all money received IMMEDIATELY;
- k) To ensure you have at least two and not more than three signatories who are Executive members to the cheque account;
- l) To ensure that club funds are not misused at any time;
- m) To ensure that when smaller amounts of money are spent (petty cash) a receipt or docket must be obtained;

- n) To ensure that under no circumstances are any expenses to be met without documentation;
- o) To be aware of the Arc funding system, its requirements and its possibilities for the club;
- p) To communicate with the Executive before and after each Arc Clubs General Meeting to pass on information (about grants etc.);
- q) To liaise with Arc and the club's Executive;
- r) To have a good working knowledge of Arc forms;
- s) To collect mail on behalf of the Club from the Arc Clubs Space at least every two weeks;
- t) To attend Arc Clubs Briefings or nominate a fellow club member to attend on your behalf, or send advance apologies (taking the form of a written note detailing your name, club, and the date of the meeting you can not attend);
- u) To pass on their knowledge to their successor; and
- v) Other duties as in accordance with the Constitution of the club.

5 Meetings

- 5.1 At least one (1) Returning Officer must be appointed by the Executive prior to a General Meeting at which an election will take place.
- 5.2 The Returning Officers duties are as follows:
 - 5.2.1 Ensure that they are at all times impartial and objective and cannot be determined to have a real or perceived conflict of interest by Club members, Executive or by Arc Clubs Management.
 - 5.2.2 Ensure that all elections are run fairly and in line with the rules set out by this Club's Constitution and according to Arc Clubs Policy and Procedure.
 - 5.2.3 Prepare and circulate all notices of election, nominations, voting and proxies to be held as part of any General Meeting in which an election is to take place.
 - 5.2.4 Provide all members with access to an email address that is designated for use by the Returning Officer over the course of their duties.
 - 5.2.5 Accept all nominations submitted that satisfy the rules of this Club's Constitution and Arc Clubs Policy and treat any defective or late nominations in the manner prescribed by this Club's Constitution and/or Arc policy.

- 5.2.6 If voting is to take place online, ensure that the appointed Returning Officer(s) are the only person(s), alongside Arc Clubs Management, with access to the voting forms and spreadsheets.
- 5.2.7 If voting is to take place in person, ensure that they have provided all members with instructions surrounding proxies, have received any proxies via accepted channels and determined the validity of proxies submitted prior to the General Meeting taking place.
- 5.2.8 Runs the portion of the General Meeting pertaining to the election of candidates
- 5.2.9 Allows for at least 1 scrutineer per candidate, (who cannot be the candidate themselves) to be present for the counting of votes, if this is held in person, or for that person to be provided access to the voting sheets if the election was held online.
- 5.2.10 To present a report announcing all successful candidates following the conclusion of the voting process.
- 5.2.11 Where there is a clash between this Club's Constitution and Arc Clubs Policy, Arc Clubs Policy takes precedence.

Annual General Meetings

- 5.3 There shall be one Annual General meeting every calendar year.
- 5.4 Notice in the form of an agenda for the Annual General Meeting shall be no less than fourteen (14) days, and is to be:
 - 5.4.1 Given in writing to Arc;
 - 5.4.2 Given in writing to all club members, or upon approval by Arc displayed in a way that will guarantee an acceptable level of exposure among club members.
- 5.5 Quorum for the Annual General Meeting shall be fifteen (15) ordinary members or one half of the club membership, whichever is the lesser. This is based on the membership list at the time that notice of the meeting is given. An ordinary member is defined as a member of the Club that did not serve as Executive in the current year.
- 5.6 At an Annual General Meeting:
 - 5.6.1 Reports shall be presented by at least the President and the Treasurer;
 - 5.6.2 Full financial reports shall be presented and adopted;
 - 5.6.3 Elections for a new Executive shall be conducted; and
 - 5.6.4 Constitutional amendments and other motions on notice may be discussed and voted upon.

- 5.7 Full minutes of this meeting, including a list of the new Executive, written financial reports, and constitutional amendments, shall be forwarded to Arc within fourteen (14) days of the meeting.

Extraordinary General Meetings

- 5.8 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 5.10.
- 5.9 The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting, except that Executive elections will not be held unless specifically notified.
- 5.10 To petition for an Extraordinary General Meeting, fifteen (15) members or half of the club membership, whichever is the lesser, must petition the Executive in writing.
- 5.11 Such a petitioned meeting must be held within twenty-one (21) days, but no sooner than seven (7) days.
- 5.12 There shall be other general meetings of the club as the Executive sees fit.

Meetings

- 5.13 General requirements for all meetings are as follows:
- 5.13.1 All voting at meetings shall be with a simple majority required for a resolution to be passed;
 - 5.13.2 Each member is entitled to one vote;
 - 5.13.3 Proxies shall be allowed in meetings and the procedure shall comply with the requirements of Arc;
 - 5.13.4 Only a Returning Officer, or in their absence, meeting Chair, may hold proxy votes.
 - 5.13.5 In the case of equality of voting the President shall have a casting vote;
 - 5.13.6 Elections for Executive shall use the “optional preferential” system;
 - a) In the case of equality of voting a countback will be held, with the candidate that received the most first preference votes winning. If there is another tie, the second preference votes will determine the winner, and so on, until a winner is determined;

- b) In the event a vote is completely and evenly matched, a re-vote will be held.
- 5.13.7 Online voting is allowed for Executive elections through Microsoft Form submission, and the online voting process will comply with the requirements of Arc;
- 5.13.8 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting; and
- 5.13.9 Constitutional changes passed at an Annual or Extraordinary General Meeting must be approved by Arc for the Club to remain affiliated with Arc.

6 Finance

- 6.1 The club shall hold an account with a financial institution approved by Arc;
- 6.2 The Executive must approve all accounts and expenditures for payment;
- 6.3 All financial transactions shall require two signatures of members of the Executive;
- 6.4 The club shall nominate three members of the Executive as possible signatories for the account, one of which must be the club Treasurer; and
- 6.5 The financial records of the club shall be open for inspection by Arc at all times.

7 Grievance Resolution Policy and Procedure

Purpose

- 7.1 The Club encourages individuals to raise grievances where they arise in line with this policy and procedure. Most grievances should be raised directly, and handled internally, and Executives should aim to deal with any complaints received in a prompt, sensitive, impartial, confidential and supportive way to seek a resolution and to prevent future conflict.
- 7.2 All parties should cooperate constructively in resolving matters. Complainants are encouraged to only use the formal procedure where the matter has not been resolved through an informal dialogue.

Scope

- 7.3 These policies and procedures apply to current UNSW students and staff, and members.
- 7.4 This policy and procedure is designed to be a guide only and does not purport to prescribe the actions required to handle every complaint/grievance within the spectrum of potential Club conflict. Accordingly, Executives are expected to use their discretion as to how particular grievances should be handled having regard to the circumstances, purpose and principles of this policy and procedure.
- 7.5 Additionally, grievances which should not be pursued by this procedure include:
- 7.5.1 Disputes relating to matters beyond the control of the Club e.g. inappropriate behaviour of attendees at an event near an activity run by the Club.
 - 7.5.2 Personal disputes where none of the parties involved are acting on behalf of the Club;
 - 7.5.3 Grievances and complaints relating to incidents that occurred more than three (3) months prior to the grievance being raised for which no reasonable excuse explaining the delay has been provided to the Club or Arc @ UNSW
 - a) In the case of longer-term or repetitive issues, at least once an instance must have occurred within this period.

Definitions

- 7.6 **Appeal:** Where an individual wishes to dispute or challenge a decision that has been made by the Club in relation to a grievance that has been raised through the formal procedure outlined in this policy.
- 7.7 **Complaint:** An objection or criticism that is raised about any incident relating to the Club. A complaint may not need to be responded to by way of formal resolution but should always be acknowledged.
- 7.8 **Complainant:** A person who makes a complaint or raises a grievance who has experienced, and been affected by, a grievance-worthy event.
- 7.9 **Grievance Officer:** Is Secretary whose role is to receive and handle formal grievances (as specified in the Club constitution). If this is not practicable or appropriate, another member of the Club Executive will act as the Grievance Officer on the complaint/grievance.
- 7.10 **Grievance:** Any complaint, concern, dispute or problem to do with the Club, its activities and events and the behaviour of Club Executives when performing their Executive duties can be a grievance. Grievances can arise due to the Club behaviours, acts, situations, omissions, or decisions, which the complainant

considers to be unfair or unjustified and requires addressing by the Club and is raised in accordance with this policy and procedure.

7.11 **Procedural Fairness:** A fair and proper procedure must be used when making a decision. The basic rules of procedural fairness require:

- 7.11.1 A person's right to be heard and to comment on allegations made against them;
- 7.11.2 That an investigator make reasonable inquiry into matters in dispute; and
- 7.11.3 A lack of bias during the investigation; and the decision is supported by evidence/reasons.

Procedure

7.12 The following procedural steps are a guideline of the actions which can be taken once a grievance has been identified. However, the Club Executives should be mindful of the individual circumstances of each case and act appropriately in response to these.

7.13 Informal Grievance Resolution

- 7.13.1 Where the individual complainant feels comfortable doing so, they should attempt to seek a resolution to the grievance themselves with the person/persons involved.
- 7.13.2 The focus on self-resolution is to avoid escalation of grievances in the future, to produce a positive result for the maximum number of parties and to encourage a culture where honest and constructive dialogue is valued.
- 7.13.3 The Club does not condone behaviour which is contrary to these objectives, and therefore will not tolerate individuals behaving in a confrontational, aggressive or abusive way in the pursuit of addressing a Club grievance.
- 7.13.4 Informal grievance mechanisms may also include:
 - a) The Club Executives attempt to resolve the grievance through informal discussions with the complainant and the respondent;
 - b) Internal mediation between parties; and
 - c) Club Executives raising awareness in relation to appropriate behaviour.

7.14 Formal Grievance Resolution

- 7.14.1 Where an individual does not feel comfortable addressing a grievance with the person/persons involved directly, or where they have attempted to

resolve the grievance themselves without success, they should report the grievance to the Grievance Officer of the Club.

- 7.14.2 If the complainant does not feel comfortable reporting the grievance to the Club's Grievance Officer because the grievance directly involves them, or if they are unsatisfied with their response in the first instance, the complainant should report the grievance to another appropriate Club Executive.
- 7.14.3 Once a grievance has been raised with the Grievance Officer, the Grievance Officer will then determine how the grievance should be handled with regard to the steps set out below, or other appropriate measures which they think fit. This might include determining whether another more appropriate policy and procedure should be followed (e.g. UNSW Student Code of Conduct and UNSW Complaints) and whether any investigation(s) need to be conducted.
- 7.14.4 Where appropriate the Grievance Officer will make a decision on the resolution of the grievance. Where approval/agreement from the Club Executive is required (e.g. agreement on changes to events or procedures), the Grievance Officer will make a recommendation to the Club Executive on how the grievance should be resolved.
- 7.14.5 Where a decision is required from the Club Executive, the Executive should consider any conflicts of interest within the Executive and take steps to make an impartial decision (including receiving information from the Grievance Officer about any Club Executives that may be directly involved in the grievance).
- 7.14.6 The Grievance officer will communicate the outcome to all those involved.
- 7.14.7 When formally reporting the grievance to the Grievance Officer, the complainant will need to do the following:
- a) Set out their grievance in writing;
 - b) Include full details of the grievance such as names, dates reasons for the grievance; and
 - c) Detail the desired result of raising the grievance.
- 7.14.8 After reporting your grievance to the Grievance Officer, the Grievance Officer will follow the procedure below or one which is deemed relevant considering the circumstances.
- 7.14.9 The Grievance Officer will follow up with the complainant within five (5) working days of the complaint being made, or as soon as practicable given the circumstances. Where practical this should be in person. The purpose of this follow-up includes:
- a) Determining the extent of the grievance and the desired outcome;

- b) Advising the complainant of this grievance policy and procedure (including requiring a grievance to be set out in writing if it has not already been submitted); and
- c) The Grievance Officer ascertaining the necessary steps to be taken in order to deal with and resolve the grievance, including whether or not the Grievance Officer is the appropriate person to handle the grievance (taking into consideration their ability to remain impartial during any grievance procedure and their ability to successfully handle the grievance process). If the Grievance Officer feels that they are unable to handle the procedure, then they must refer the grievance on to another person on the Club Executive.

7.14.10 Where the Grievance Officer determines that the grievance requires further investigation, the following may occur:

- a) Interviews of relevant parties may be conducted;
- b) Individuals who are alleged to have caused the grievance will be notified of the allegations made against them;
- c) The opportunity afforded to respond to any allegations put to the person accused of causing the grievance, or being responsible for the actions leading to a grievance being made and time to prepare the response; and
- d) All relevant information, documentation and evidence to be considered by the Grievance Officer in order to make an accurate finding or recommendation as set out in 5.4.

7.14.11 If the outcomes of the investigation do not involve actions on any individual/s (but instead changes to how the Club functions, e.g. updates to policies and procedures only), individuals involved in a grievance do not necessarily need to be notified or involved in the investigation.

7.14.12 If the Grievance Officer reasonably believes that it would benefit investigation to delay notifying a person involved in the investigation they may do so.

7.14.13 Any investigation resulting in actions on individual/s must include giving these individual/s adequate notice, information and opportunity to respond before outcomes are decided.

7.14.14 Any person involved in an investigation will be afforded the following:

- a) Adequate notice of any investigation or meeting (at least five (5) working days);
- b) That meetings are held in a reasonable location (e.g. reasonably private and easily accessible)
- c) Information about the allegations, the relevant facts and evidence;

- d) Time to consider their response (at least five (5) working days);
 - e) An opportunity to respond to allegations;
 - f) A fair and reasonable inquiry into the matters in dispute;
 - g) An opportunity to have a support person present in any meeting where a request is made to the Grievance Officer; and
 - h) A right of appeal.
- 7.14.15 At all times, details of all conversations and dates are to be recorded (in writing), and these may be shared with Arc, UNSW or law enforcement as required. These records must be kept secure and confidential
- 7.14.16 Where any actions taken resulting from the complaint, or the act of complaint itself breaches the UNSW Code, the Club may report individuals to UNSW. This particularly includes individuals who are found to have victimised or retaliated against a complainant who has raised a grievance under this policy, or any individual who is found to have made false, vexatious or unsubstantiated complaints against another person under this policy.

Confidentiality and discretion

- 7.15 The Club expects that all of those involved in any procedure under this policy maintain confidentiality of the identity of person(s) and the incident(s) alleged to have occurred to warrant a grievance being lodged.
- 7.16 Where incidents are required to be reported to Arc, UNSW or the police, the complainant will be informed and upon request the report will be de-identified unless identification is required by law.
- 7.17 If the Grievance Officer is of the reasonable opinion that it is not appropriate to notify the complainant before reporting to Arc, UNSW or the police, this notification can be withheld but the Grievance Officer must let the organisation/s receiving the report that this notification was not given to the complainant.
- 7.18 Any breaches of confidentiality will be taken seriously and may result in a complaint being lodged with UNSW.

Appeal/review of decisions

- 7.19 If you are unhappy about the way the grievance has been handled, you can refer the matter to the President for review (or other Club Executive members if the President is involved in the grievance or grievance handling). The appeal needs to be

submitted within five (5) working days of receiving notification of the outcome of the formal grievance and must specify the reasons for the appeal (e.g. why the original decision was incorrect based on a lack of procedural fairness).

- 7.20 Once notified, they will select two (2) other Club Executives (taking into consideration any conflicts of interest) and together conduct a review of the procedure followed, the outcome issued and make the Club's final determination on the issue. Once this determination is made, the person who has made the appeal will be notified of the outcome.
- 7.21 In certain circumstances, grievances with Arc-affiliated Clubs or appeals/reviews of decisions can be made to Arc. Wherever possible, the formal and informal procedures outlined in this policy should be followed before raising a grievance or appeal with Arc. For further information on Arc's Clubs Grievance Policies & Procedures, contact Arc Clubs (clubs@arc.unsw.edu.au // 9385 9840).
- 7.22 Matters involving grievance and dispute resolution between individual Club members, or between Club members and a member of the Executive where the Executive is not acting in their official capacity on behalf of the Club should be resolved under the UNSW Complaints Procedure

8 Dissolution

- 8.1 Dissolution of the club will occur after the following conditions have been met:
 - 8.1.1 An Extraordinary General Meeting is petitioned in writing as set out in 5.10;
 - 8.1.2 Procedures for notification as set out in 5.4 are followed, and the reasons for the proposed dissolution are included with the notification to Arc;
 - 8.1.3 Quorum for the meeting to dissolve the club shall be twenty (20) members or three-quarters of the club membership, whichever is the lesser;
 - 8.1.4 No other business may be conducted at the meeting to dissolve the club;
 - 8.1.5 After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten minutes set aside for this purpose;
 - 8.1.6 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the club;
 - 8.1.7 If the motion to dissolve is carried, Arc must be notified within fourteen (14) days.
- 8.2 Dissolution of the club will also occur if the club has been financially and administratively inactive for a period of eighteen (18) months.
- 8.3 On dissolution of the club, the club 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 may be nominated

at the dissolution meeting of the club. If no other legitimate club or organisation is nominated, Arc will begin procedures to recover any property, monies or records belonging to the club which it perceives would be useful to other Arc-affiliated clubs. The club will be given twenty one (21) days to forward all relevant items to Arc before any action is instigated.

9 Additions

- 9.1 Addition of Non-for-profit clause (Section 2)
- 9.2 The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation. (2.1)
- 9.3 Notwithstanding clauses 3.13 and 3.14, an Executive, a member or associate member of a Club may have their membership terminated if the following occurs: (3.8)
 - 9.4 The person in question has acted in a way that has sabotaged the functions of the Club or disregarded the Constitution to the detriment of the Club's membership; and/or, (3.8.1)
 - 9.5 The person in question has instigated instances of bullying, harassment, assault and/or gendered violence to one or multiple individuals. (3.8.2)
 - 9.6 The Club has liaised with Arc about the person in question and Arc has determined the issue is of a serious nature. (3.8.3)
 - 9.7 The Club has, in consultation with Arc, determined that a public EGM to remove the individual would cause undue harm to those that have been victimised or harmed. (3.8.4)
 - 9.8 Notice of a General Meeting must then be presented via the email they provided when signing up to the Club, to the person(s) in question, and the Executive, at least seven (7) days prior to the meeting. (3.9)
 - 9.9 This meeting must be held in-camera (privately) and the only people permitted to attend the meeting are: (3.10)
 - 9.10 Executive as listed within their Constitution, (3.10.1)
 - 9.11 the person(s) in question, (3.10.1)
 - 9.12 a support person for each of the person(s) in question, as required (3.10.2)
 - 9.13 Any member of Arc Clubs Management, as required (3.10.3)

- 9.14 The person(s) in question must be afforded procedural fairness, including five (5) minutes to speak against the motion. (refer to Arc Clubs Policy Section E, 33.5 - 33.11) (3.11)
- 9.15 The motion is carried by the General Meeting. (3.12)
- 9.16 Changes from “A Vice President (Careers)” to “Vice President (Development)” (4.1.3 and 4.11.3)
- 9.17 The term of office for each Executive elected at an AGM shall start at the conclusion of Term 3 in the current year and continue for a full calendar year. (4.2)
- 9.18 Are absent from any three (3) consecutive meetings of the Club without apology or leave. (4.7.5)
- 9.19 Executive positions that become vacant less than 1 month before the yearly affiliation period may be filled by majority vote of the Executive. People appointed this way will be ‘Acting’ in the position, may not be the President or Treasurer, may not be a bank signatory and cannot act as Arc Membership Portal administrators. (4.10)
- 9.20 To oversee any club relevant IT projects and developments; (4.11.3b)
- 9.21 To foster an inclusive culture within the Club (4.11.6gii)
- 9.22 To lead efforts ensuring that your internal Club culture is positive and to prioritise and foster wellbeing and balance within the Club; (4.11.6giii)
- 9.23 Ensure that Club events will not result in poor wellbeing outcomes and will not lead to grievances from Club members and/or executives; (4.11.6giv)
- 9.24 To be an accessible contact for members, UNSW students and UNSW staff in receiving complaints and grievances relating to the Club and on any matters regarding equity of events and activities as well as conduct and diversity within the Club. (4.11.6gv)
- 9.25 To not act as counsellor during any grievances, but to ensure that anyone experiencing distress is provided with adequate resources on who to speak to or where to go to seek professional advice or help. (4.11.6gix)
- 9.26 To facilitate, promote, and engage non-majority demographics of the Club, and ensure that the Club takes into consideration the needs and requirements of non-majority demographics to make their events and activities as inclusive as possible. (4.11.6gx)
- 9.27 Provide guidance to members and representatives of the Club on appropriate ways to behave and to communicate inclusively. (4.11.6gxi)
- 9.28 Ensure that all Club communications can be understood clearly by all students by avoiding the use of slang and idioms, where practicable; (4.11.6gxii)
- 9.29 Monitor engagement, membership and any significant issues from students relating to non-majority demographics within the Club and provide reports to Club Executive as required; (4.11.6gxiii)

- 9.30 Undertake training as required to build understanding of how to look out for your peers and how to improve the internal culture of your Club; and, (4.11.6gxiv)
- 9.31 Other relevant duties as required. (4.11.6gxv)
- 9.32 At least one (1) Returning Officer must be appointed by the Executive prior to a General Meeting at which an election will take place. (5.1)
- 9.33 The Returning Officers duties are as follows: (5.2)
- 9.34 Ensure that they are at all times impartial and objective and cannot be determined to have a real or perceived conflict of interest by Club members, Executive or by Arc Clubs Management. (5.2.1)
- 9.35 Ensure that all elections are run fairly and in line with the rules set out by this Club's Constitution and according to Arc Clubs Policy and Procedure. (5.2.2)
- 9.36 Prepare and circulate all notices of election, nominations, voting and proxies to be held as part of any General Meeting in which an election is to take place. (5.2.3)
- 9.37 Provide all members with access to an email address that is designated for use by the Returning Officer over the course of their duties. (5.2.4)
- 9.38 Accept all nominations submitted that satisfy the rules of this Club's Constitution and Arc Clubs Policy and treat any defective or late nominations in the manner prescribed by this Club's Constitution and/or Arc policy. (5.2.5)
- 9.39 If voting is to take place online, ensure that the appointed Returning Officer(s) are the only person(s), alongside Arc Clubs Management, with access to the voting forms and spreadsheets. (5.2.6)
- 9.40 If voting is to take place in person, ensure that they have provided all members with instructions surrounding proxies, have received any proxies via accepted channels and determined the validity of proxies submitted prior to the General Meeting taking place. (5.2.7)
- 9.41 Runs the portion of the General Meeting pertaining to the election of candidates (5.2.8)
- 9.42 Allows for at least 1 scrutineer per candidate, (who cannot be the candidate themselves) to be present for the counting of votes, if this is held in person, or for that person to be provided access to the voting sheets if the election was held online. (5.2.9)
- 9.43 To present a report announcing all successful candidates following the conclusion of the voting process. (5.2.10)
- 9.44 Where there is a clash between this Club's Constitution and Arc Clubs Policy, Arc Clubs Policy takes precedence. (5.2.11)
- 9.45 Changes from "Notice in the form of an agenda for the Annual General Meeting shall be no less than seven (7) days, and is to be:" to "Notice in the form of an agenda for the Annual General Meeting shall be no less than fourteen (14) days, and is to be:" (5.2)

- 9.46 Changes from “Quorum for the Annual General Meeting shall be fifteen (15) members or one half of the club membership, whichever is the lesser. This is based on the membership list at the time that notice of the meeting is given.” to “Quorum for the Annual General Meeting shall be fifteen (15) ordinary members or one half of the club membership, whichever is the lesser. This is based on the membership list at the time that notice of the meeting is given. An ordinary member is defined as a member of the Club that did not serve as Executive in the current year.” (5.5)
- 9.47 Only a Returning Officer, or in their absence, meeting Chair, may hold proxy votes. (5.13.4)
- 9.48 Changes from “Elections for Executive shall use the “first-past-the-post” system;” to “Elections for Executive shall use the “optional preferential” system;” (5.13.6)
- 9.49 Changes from “In the case of a tie, the election will be run again with all highest-voted, tied candidates presenting an impromptu speech, followed by a Q&A session. All procedures shall comply as stated in the constitution.” to “In the case of equality of voting a countback will be held, with the candidate that received the most first preference votes winning. If there is another tie, the second preference votes will determine the winner, and so on, until a winner is determined;” (5.13.6a)
- 9.50 Changes from “In the case of a subsequent tie, the names of candidates will be placed into a hat and drawn at random. The first name drawn shall be elected into the position.” to “In the event a vote is completely and evenly matched, a re-vote will be held.” (5.13.6b)