



Constitution (Including By-Laws)

Revision date: May 2021



Constitution

The University of Queensland Professionals Network (UQPN)

[Amendments proposed: May 2021](#)

1. Name

From 2000, 'The University of Queensland Secretaries' Association shall be renamed 'The University of Queensland Secretaries' and Office Professionals' Association' (UQSOPA), hereinafter referred to as 'the Association'.

From the 7th of February 2012, 'The University of Queensland Secretaries' and Office Professionals' Association', shall be renamed 'The University of Queensland Professionals Network' (UQPN) hereinafter referred to as 'the Association' to incorporate all Professional Staff in the University of Queensland community.

2. Purpose

The Association shall be for the purpose of fellowship and the exchange of ideas, providing an avenue for professional and personal development of individual members and networking opportunities for Professional Staff employed by the University. To this end members agree:

- a) to share their knowledge and to help each other wherever possible with advice or assistance relating to best practice and technical aspects of their work as Professional Staff at The University of Queensland.
- b) to welcome and assist new Professional Staff appointed at The University of Queensland; and to endeavour to promote understanding, [collaboration](#) and co-operation.
- c) to participate in and promote the personal and professional development of all members.

Thereby accomplishing self-improvement through membership of the Association.

3. Code of Ethics

Recognizing the Professional Staff's position of trust, members resolve in all their activities to be guided by the highest ideals for which the Association stands, to be ethical, loyal, and conscientious and to promote the interests of The University of Queensland.

4. Definition

Professional Staff means all persons employed by the University other than: (a) Academic Staff or (b) Language Teachers in ICTE.

5. Membership

Membership of the Association shall be open to any employee of The University of Queensland in a professional field of employment.

Honorary membership may be conferred in special cases for such period as may be deemed advisable under Section 1(d) of the By-Laws of the Association.

The Association shall have the right to suspend any member for conduct which is felt to be undesirable and which is to the detriment of the Association, provided that at least ten financial members vote.

[5a. Membership Types](#)

[To provide membership to all UQ Professional staff \(present and past\). The Association shall introduce new or amend existing memberships in consideration of changing work locations and practices.](#)



6. Office Bearers

- a) An Executive Committee shall be elected by financial members at the Annual General Meeting of the Association every other year.
- b) The Executive Committee shall consist of –
 - i. President
 - ii. ~~Immediate Past President~~
 - iii. Vice-President
 - iv. Committee Secretary
 - v. Treasurer
 - vi. Up to Five (5) other financial members of UQPN including members from at least two (2) other UQ Campuses (Metropolitan and Rural/Remote) members from Gatton, Ipswich, and Herston.
- c) Provided that any one of five members appointed under sub-paragraph (b) (vi) above may elect to act on behalf of the Committee Secretary at any meeting at which the Committee Secretary is unable to be present and to assist the Committee Secretary in her duties.
- d) The immediate past President may be engaged to provide advice and consult with the incoming President for a period of up to 12 months
- e) Where the employment of a UQPN Executive Committee member or Office Bearer is concluded either by resignation, voluntary separation, redundancy, retrenchment or termination; their committee position shall be declared vacant. A replacement Executive Committee member shall be sought and filled either by an existing Executive Committee member or through an expression of interest within the UQPN Membership.

7. Patrons

At any meeting at which this Constitution is adopted and thereafter at its Annual General Meeting each year ~~some person or~~ persons may be invited to be patron or patrons of the Association. If any such person or persons is not a member of the Association at the time of ~~that person or~~ person's acceptance of the office that person or persons shall be entitled to full privileges of membership without payment of a subscription.

8. Period of Membership

A year of financial membership shall be deemed to commence on 1st July and extend to 30th June of the following year.

9. Membership Fees

The annual membership fee shall be at a rate to be determined from time to time at an Annual General Meeting of the Association.

10. Meetings

- a) Regular meeting of financial members may be held at the President's discretion when deemed necessary.
- b) An Annual General Meeting shall be held ~~in-between 1 July and 30 September~~ of each year. Written notice of the Annual General Meeting shall be posted or delivered (in hard copy and/or electronically) to all members seven (7) days prior to the said meeting. Agenda items will include, but are not limited to
 - o A report by the President.
 - o A financial report by the Treasurer.
 - o Vacancies and election of Office Bearers and Executive Committee Members.
- c) The Executive Committee may if deemed necessary, meet within fourteen (14) days prior to each Annual General Meeting, to consider matters concerning the Association and formulate recommendations to be presented at the forthcoming meeting, such recommendations to include proposals for social gatherings, conferences, and/or seminars.
- d) Social or informal gatherings, to which guest speakers may be invited, shall be held at the discretion of the President. ~~Such informal meetings may include any type of social gathering thought appropriate~~



and relevant to the purposes of the Association as expressed under the Constitution and shall be open to all members and guests.

- e) Where a meeting is one which will involve catering or other expenses, a fee for attendance ~~shall~~may be charged to cover such expenses.
- f) Special meetings of the Executive Committee may be called by the President or by agreement between any five (5) members of the Executive Committee.
- g) Special meetings may be called by the President or on the signed request of 25% of financial members. Written notice of the date and place of the meeting shall be posted or delivered to all members fourteen (14) days prior to the meeting. The notice shall state the business to be transacted, and no other business shall be transacted, except that stated on the notice.

11. Correspondence to Members

(a) Electronic Communication

- i. The UQPN Executive Committee may communicate to Members via electronic means, this includes but is not limited to email and social media notifications
- ii. All electronic communication shall be subject to UQ Policy and Procedures (PPL 6.20.01)
- iii. All electronic communication shall be subject to approval from the President and authorised Executive Committee Members

(b) Flying Minutes

- i. The President may seek approval from the majority of Members by Flying Minute for relevant matters which require prompt action and are outside of Clause 10: Meetings
- ii. Flying Minutes shall be approved by majority vote of members.
- iii. The President and Secretary shall preserve all Flying Minutes

41-12. Constitution and By-Laws

- a) The Association may in General Meeting make By-Laws for the management and good government of the Association.
- b) The Association shall be conducted in accordance with the Constitution and By-Laws.

- c) All financial members shall be advised by notice in writing of any proposed alteration or amendment to the Constitution of the Association, and the Constitution may only be altered or amended by a resolution passed at an Annual General Meeting or a Special Meeting of members called by giving fourteen (14) days' notice in writing of the time and place of the meeting, and of the proposed alteration, at which a quorum is present and two-thirds of those present vote in favour of the alteration.

42-13. Affiliation with other Organisations

Affiliation with any other Association or Organisation shall require the approval of two thirds of the financial members of the Association.

43-14. Dissolution of the Association

At a Special Meeting called for the purpose of dissolution of the Association, of which at least fourteen (14) days' notice shall be given to each member, advising the reason therefore and at which two-thirds of members are present, the members may, by a majority vote, determine upon such dissolution and UQPN shall be dissolved accordingly.

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If two-thirds of the members do not arrive within thirty (30) minutes of the time for which the meeting was called, the meeting will be cancelled. A further meeting will be called fourteen (14) days later and those present shall constitute a quorum and the relevant business can then proceed.

At the final meeting held for the dissolution of the Association, it shall be imperative to satisfy in so far as possible, every legitimate claim against the Association and any surplus funds remaining shall be disposed of as decided by a majority of members at the Special Meeting, provided that any surplus funds are not distributed for the profit of any member of the Association.

44.15. Auditor

At the Annual General Meeting, an Auditor shall be appointed for the current year. Any casual vacancy shall be filled by recommendation of the Executive Committee.

45.16. Interpretation of Rules

The Executive Committee shall be the authority for the interpretation of these Rules and By-Laws and regulations made thereunder and a decision of the Committee upon any question of interpretation or upon any matter affecting the Association and not provided for by these Rules or by the By-Laws and regulations made thereunder shall be final and binding on the members unless such decision is set aside or varied at any duly constituted meeting of the Association.

NOTE: Approval

Approval for the formation of the Association and its affiliation with the National Association of Education Secretaries in the United States, was given by the Deputy Vice-Chancellor (Academic) of the University of Queensland in October 1976, on the following conditions –

- a) that it be self-supporting; and
- b) that it does not in any way overlap the objectives or functions of the General Staff Association of the University of Queensland (now defunct).

BY-LAWS

Membership

1. (a) Applications for membership shall be submitted to the Association on the prescribed application form with the annual membership fee.
(b) Qualifications for membership shall be as stated in Clauses 5 to 7 of the Constitution
(c) Any application for general membership under Clauses 5 to 7 of the Constitution, shall be considered and processed by the President.
(d) Any proposal for honorary membership under Clause 6 of the Constitution shall be considered by the Executive Committee at its first meeting held after receipt of the application or proposal, and the Executive Committee shall present its recommendation to the first general meeting of the Association thereafter. A majority vote of financial members present at the general meeting shall be necessary for acceptance of the application.
2. (a) Members, other than honorary members, shall be required to pay a membership fee ~~d~~ determined by the Executive Committee and agreed to by a majority vote at each AGM.



- (b) Should a member resign (from UQPN) and subsequently wish to be reinstated, an application for reinstatement shall be considered in the same manner as provided under Section 1(c) above for membership under Clause 5 of the Constitution.
3. The Association shall have the right to cancel membership of any member who fails to renew their subscription within thirty (30) days of notice in writing that such subscription is overdue.
4. A member may be granted leave of absence for a specified period as deemed necessary.
5. Any member may resign from membership by giving notice in writing to the President, but if applicable, will be liable for all arrears of membership fees due at the date of resignation.

5.6. Members who resign or are released from their UQ position shall forfeit their membership.

7. Guests of members of the Association shall be permitted to attend social functions and meetings but shall address the meeting only by invitation.

8. UQPN Membership Types

- a. Standard Membership – for current UQ Professional staff who are located at UQ Metropolitan Brisbane campuses (St Lucia and Brisbane)
- b. Regional Membership - for current UQ Professional staff where the location is such that it is both (i) outside of Metropolitan Brisbane and (ii) thus prevents professional staff attending UQPN Events in person. (This membership will be optional and not based on location)
- 6-c. Friends (Friends of UQPN) – for past UQPN Members across all campuses who wish to remain in contact with the Network. (Note: these members are ineligible to vote)

Committees and Sub-Committees

- 7.9 UQPN shall have the power to appoint committees or sub-committees as may be deemed necessary.

- 8.10. (a) Office bearers and other members of the Executive Committee shall be elected or, if they have held office for two years, re-elected at the Annual General Meeting every other year.
- (b) Members of sub-committees (or committees) may be elected, or, if they have held office for two years, re-elected at the Annual General Meeting, a special meeting or regular meeting of financial members of the Association.

Nominations and Elections

- 9.11. (a) Nominations for positions of office bearers and other members of the Executive Committee shall be called at the Annual General Meeting every other year.
- (b) Candidates for any office of the Association shall be nominated, either in writing or verbally, by a financial member of UQPN and such nomination shall be seconded by another financial member.
- (c) All financial members of the Association shall be eligible for nomination.
- (d) No candidate may be nominated without his/her/their consent.
- (e) If more than one nomination for any position is received, the election of the member to hold that position shall be by secret ballot.

Duties of Office-bearers

- 10.12. (a) The President shall preside at all meetings of the Association and of the Executive Committee.
- (b) The President shall be a member ex officio of all other committees or sub-committees.
- (c) The President shall preserve in permanent files all records and letters to be transferred to his/her/their successor at the end of his/her/their term.

The Vice-President shall perform the duties of the President in the event of the absence of the President. In the absence of both, the meeting shall elect a Chairman from the Executive Committee.

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- 44-13.**(a) The Committee Secretary shall keep a record of all meetings of the Association and of the Executive Committee.
- (b) The President will keep a register of the members listing name, position held, University of Queensland address and **contact** telephone number.
 - (f) The Committee Secretary shall preserve in permanent files all records and letters to be transferred to **his/her/their** successor at the end of **his/her/their** term.
 - (g) The President or as required the Committee Secretary shall send all Notices to members and conduct the correspondence of the Association.

- 42-14.**(a) The Treasurer shall have charge of all moneys of the Association.
- (b) The Treasurer shall keep an inventory of all property owned by the Association.
 - (c) The Treasurer shall pay accounts upon the authorisation of the President, and all cheques shall be signed by any two of the following –
 - The President
 - The Committee Secretary
 - The Treasurer
 - (d) The Treasurer shall keep an itemised record in a permanent file of all receipts and expenditures.
 - (e) The Treasurer shall present prior to each AGM, all end of year financial documents for auditing to a qualified Accountant appointed by the Executive Committee.
 - (f) The Treasurer shall present the Auditor's End of Financial Year Report at each AGM.
 - (g) The Treasurer shall hand over to **his/her/their** successor on vacating the office all moneys, books, records and papers and take a listed receipt thereof.

Vacancies

- 43-15.**(a) A vacancy in the office of President occurring during a specific term of office shall be filled by the Vice-President for the unexpired period of that term of office.
- (b) All other vacancies during a specific term of office shall be filled by a majority vote of financial members present at the next Annual General Meeting of the Association as per Section 9. A person so elected shall serve for the unexpired period of that term of office.

Function of Executive Committee

44-16. The function of the Executive Committee shall be to make recommendations to an Annual General Meeting, general meeting, or special meeting of the Association.

- 45-17.**(a) Except as otherwise provided by the Constitution and By-Laws, all matters put to an Annual General Meeting, general meeting or special meeting of the Association shall be decided by majority vote of financial members present, provided that always a quorum is present.
- (b) The President may, in the event of a deadlock, exercise a casting vote; provided that should the President not wish to exercise this right, the matter in question shall be referred in writing to all financial members and resolved by written majority vote.

Quorum

The quorum for conducting ordinary and extraordinary **CoM** meetings is:

- 46-18.**(a) Five (5) members of the Executive Committee shall constitute a quorum of that body.
- (b) Fifteen (15) financial members shall constitute a quorum for an Annual General Meeting.
 - (c) Ten (10) financial members shall constitute a quorum for a general meeting or special meeting of the Association.

Record of Constitution Amendments

As Adopted: 11 August 1977

Amended: 17 July 2000

Amended: 7 February 2012

Amended: 26 July 2012

Proposed Amendments: 19th August 2021