

AFFILIATED COLLEGES

BURGMANN COLLEGE INCORPORATED RULES

(Approved under the Residential Colleges (Affiliation) Statute by the Council of the University on 12 March 1971; amendments approved on 11 May 1973, 12 August 1977 and 14 October 1983)

1. The name of the Association shall be Burgmann College Incorporated, in these rules called 'the Society'.

Name

2. (1) In these rules, unless the contrary intention appears—

Interpretation

'Academic Staff' means the Master, Deputy Master, tutorial staff and such Fellows as the Society may from time to time provide;

'Executive Staff' means the Master, Deputy Master, Bursar, and such other executive staff as the Society may from time to time provide;

'the College' means the residential interdenominational college affiliated with the Australian National University, in the Australian Capital Territory, known as Burgmann College;

'the Committee' means the committee of management of the Society;

'Convocation' means: such Academic Staff of the ANU who, after invitation by the Council, elect to become members of the Convocation of the College by notification to the Master; all present and former resident student members of the College who have resided in the College for at least one year; all present and former members of the Academic and Executive Staff of the College; all present and former members of the Council of the College; Founder Fellows; and such other persons as a general meeting of the Society shall decide to invite, and who agree, to become members of the Convocation;

'Council' means the members of the Society meeting together, as the Society;

'Councillor' means a member of the Society as defined in Rule 6(1);

'Fellow' means a person engaged in such work in or for the College that a general meeting of the Society invites him, and he agrees, to become a Fellow of the College with such privileges and duties as are prescribed by the Society for Fellows;

'Founder Fellow' means a person who has given such service to the Foundation of the College that a general meeting of the Society invites him, and he agrees, to become a Founder Fellow of the College with such privileges as are prescribed by the Society for Founder Fellows;

12.00
13.00
12.00

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'General Meeting' means a general meeting of members of the Society convened in accordance with Rule 16;

'Guest' means a person permitted by the Committee to lodge temporarily within the College;

'Master' wherever herein mentioned shall include 'Acting Master';

'Member of the College' as defined in Rules 5(2) and 5(3) includes both student and non-student members;

'Member of the Society' means a person referred to in Rule 6(1) hereof;

'Memorial Room' means a room or other part of the College buildings named after some person or family;

'non-resident member of the College' shall include those persons referred to in Rule 5(3) hereof;

'ordinary committee man' means a member of the Committee, other than an officer of the Society, referred to in sub-rule (1) of Rule 26;

'ordinary member of staff' means all employees of the College, excepting members of the Academic and Executive Staff;

'the participating Churches' means the Anglican Church of Australia, the Uniting Church in Australia, the Presbyterian Church of Australia, the Baptist Union of Australia, the Churches of Christ in Australia as presently constituted or as constituted by legal changes made by such churches in the future, provided that such churches may withdraw from participation upon due notice to the Society of not less than twelve calendar months, and such other Churches as the Society may from time to time admit into participation by resolution at a general meeting;

'resident member of the College' shall include those persons referred to in Rule 5(2) hereof;

'special resolution' means a resolution passed by three-fourths of those personally present and voting;

'student' includes members of the College proceeding to a degree within the University;

'the University' means the Australian National University.

(2) In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.

(3) Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the (Commonwealth) Acts Interpretation Act as in force on the date on which these Rules are adopted by the Society.

(4) In these Rules the masculine gender shall, wherever the context admits, include the feminine gender.

Society's
office

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3. The registered office of the Society shall be at the College or such other place as the Committee may from time to time determine.

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Objects and
purposes of
the Society

4. (1) In this Rule basic objects of the Society mean the provision through the sponsorship of those Churches willing to co-operate, of a residential College within and affiliated with the University, for undergraduate students, postgraduate students, University staff and guests, drawn from all over Australia and overseas, emphasizing:

- (a) a vital community;
- (b) pastoral care, chapel and chaplaincy service for the College community and, where possible, a wider University population;
- (c) tuition;
- (d) supervision of students, of a kind that involves maximum co-operation with student bodies and is flexible in meeting modern needs;
- (e) theological work at an advanced academic level; and
- (f) the meeting of University persons with persons from outside the University world.

(2) In addition to the basic objects of the Society, the objects and purposes of the Society shall, subject to their being exercised in relation to the basic objects, be deemed to include—

- (a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Society;
- (b) the buying, selling and supplying of, and dealing in, goods of all kinds;
- (c) the construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Society;
- (d) the accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Society;
- (e) the taking of such steps from time to time as the Committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Society, whether by way of donation, subscriptions, or otherwise;
- (f) the printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the Committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Society;
- (g) the borrowing and raising of money in such manner and on such terms as the Committee may think fit or as may be approved or directed by resolution passed at a general meeting;
- (h) subject to the provisions of the Trustee Ordinance 1963, the investment of any moneys of the Society not immediately required for any of its objects or

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purposes in such a manner as the Committee may from time to time determine;

- (i) the making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which paragraph (a) of sub-section (1) of Section 78 of the Income Tax Assessment Act 1936-1970 of the Commonwealth relates;
- (j) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes, and conveniences calculated to benefit servants or past servants of the Society and their dependants, and the granting of pensions, allowances, or other benefits to servants or past servants of the Society and their dependants, and the making of payments towards insurance in relation to any of those purposes;
- (k) the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Society;
- (l) the absorption of, affiliation with, amalgamation with or entering any other relation, whether formal or informal, with any company, institute, society, association or other body having similar objects or purposes and to subscribe to become a member of or to co-operate with any such body *provided* that the Society shall not absorb or amalgamate with any company, institute, society, association or other body unless the same shall prohibit the distribution of its income and property among its members and unless the prior consent of the University is obtained;
- (m) the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities, and engagements of any association with which the Society may at any time become amalgamated in accordance with the provisions of the Ordinance and the Rules of the Society; and
- (n) the doing of all such other lawful things, including the employment or retaining of person or persons, as are incidental or conducive to the attainment of the basic objects of the Society or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.

Affiliation
with the
University

5. (1) The College shall seek to be affiliated to the University pursuant to the University's 'Residential Colleges (Affiliation) Statute'.

- (2) (a) The Council shall not permit a person (other than a member of the staff of the College or the wife and children of a member of the staff of the College) to reside at the College unless he is a resident member of the College, and shall not admit a person to resident membership unless he—

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- (i) is enrolled for a course of study leading to a degree or diploma of the University;
 - (ii) is a member of the research, teaching, library or administrative staff of the University; or
 - (iii) is engaged in research at the University.
- (b) Notwithstanding the above, the Council may admit as resident members persons who do not comply with the conditions of sub-rule 2(a) above, provided that such persons have reached an educational standard comparable, in the opinion of the Council of the University, with the education standard of students entering the University for degree courses and provided that at any one time the number of such persons shall not exceed ten per centum of the total number of resident members of the College at that time.
- (3) The Council may admit to non-resident membership of the College—
- (a) any person who is not disqualified for admission to residential membership under the last preceding section;
 - (b) graduates of the University;
 - (c) non-resident tutors of the College; and
 - (d) members of the Convocations of the College and the University.
- (4) The Council shall not impose any religious test as a condition of membership of the College and shall not require of any member that he participates in any religious observance.
- (5) The Council shall if required by the Council of the University establish and maintain to the satisfaction of the Council of the University a tutorial system for the benefit of resident and non-resident students to supplement formal teaching provided by the University.
6. (1) The Society shall consist of Councillors appointed as follows—
- (a) Twelve from among the participating churches. The Society shall in its absolute discretion have the right to indicate the number of appointees that each of such participating churches shall appoint; such persons to be appointed by the person or body appointed for this purpose by and in such church.
 - (b) Two by the Council of the University.
 - (c) The Master (ex officio).
 - (d) Three from the Academic Staff of the College to be elected by the Academic and Executive Staff of the College in such a manner that at least two of the three shall be resident in the College save that if there be a Deputy Master one of the

Membership
of the
Society

- three positions shall be filled by the Deputy Master ex officio.
- (e) Four by and from Convocation, at least two of whom shall be former residents of the College.
 - (f) Six elected from among the resident members of the College, not being members of the Academic and Executive Staff of the College, to be elected by the resident members of the College, including the Academic and Executive Staff, such election being in a manner approved by the Council.
 - (g) Five additional persons elected by the Society.
- (2) (a) Councillors other than the Master, Deputy Master and persons elected pursuant to Rules 6(1)(d) and 6(1)(f) shall hold office for four years; provided that where appropriate in the first instance of the exercise of this power each of the appointing bodies shall appoint half of its representation for a period of four years and half for a period of two years. Persons elected pursuant to Rules 6(1)(d) and 6(1)(f) shall be elected annually. All persons shall be eligible for re-appointment.
- (b) A person elected pursuant to Rule 6(1)(d) or 6(1)(f) shall cease to be a member of the Society on ceasing to be a resident member of the College.
- (3) If a Councillor shall be absent from three consecutive meetings without leave of absence or good cause shown, his seat may be declared vacant and another person appointed in his place by the original appointing body.
- (4) A Councillor may at any time resign from the Society by notifying the Secretary in writing. Upon receipt of a written resignation the Secretary shall ask the relevant appointing authority to appoint another representative in his stead or, if the member resigning were elected, notifying the Society that a vacancy exists that may be filled by election. The Committee may appoint a person to act as a Councillor during the interval between resignation and appointment or election.
- (5) A person appointed to fill a casual vacancy arising under rule 6(3) or 6(4) shall serve the remainder of the term to which his predecessor had been appointed but shall be eligible for re-election.
- (6) A right, privilege, or obligation of a person by virtue of his position as a Councillor—
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon his ceasing to be a Councillor, whether by death, resignation, or otherwise.
- (7) In the event of the Society being wound-up, no member shall be liable to contribute towards the payment of debts and liabilities of the Society, or the costs, charges and expenses of the winding-up.

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7. (1) In addition to powers specifically mentioned elsewhere in these rules the Society shall have power to make such regulations for or in any way relating to the governance or ordering of the College as it may from time to time think fit and to amend any such regulations PROVIDED ALWAYS that no Regulation or amended Regulation shall be made which shall be inconsistent with any of these rules and provided that a copy of such regulations or amendments shall be sent forthwith to the University. The interpretation of any term in any regulation shall be the same interpretation as in these rules.

(2) The Society may engage and employ for any of the purposes of the College such persons and on such terms as it may from time to time think fit.

(3) The Society shall administer and control the finances of the College in all respects.

(4) The general powers of the Council as the governing body of the College shall not in any way be restricted or affected by the enumeration of particular powers.

8. There shall be a person appointed as Public Officer the manner of whose appointment and nature of whose duties shall be as set out in the relevant sections of the Associations Incorporation Ordinance (ACT).

Public
Officer

9. (1) The income the property of the Society, however derived, shall be applied solely towards the promotion of the objects and purposes of the Society and no portion thereof shall be paid or transferred, directly and indirectly, by dividend, bonus, or otherwise, to any member of the Society.

Income and
property
of Society

(2) The Society shall not—

(a) appoint a person who is a member of the Committee to any office in the gift of the Society to the holder of which there is payable any remuneration by way of salary, fees or allowances; or

(b) pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).

(3) Nothing in the foregoing provisions of this rule shall prevent the payment in good faith to a servant of or a member of the Society in respect of—

(a) remuneration in return for the services as servant of the Society whether as Master or as a member of the Academic and Executive Staff of the College where such services have actually been and are being rendered to the College by that person or for goods supplied to the Society which are necessary to enable the Society to fulfil its objects and purposes by the servant or member of the Society in the ordinary course of business;

(b) interest at a rate not exceeding the current bank rate on moneys lent to the Society by the servant or member of the Society; or

(c) a reasonable and proper sum by way of rent for premises let to the Society by the servant or member of the Society.

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Accounts of receipts, expenditure, etc.

10. (1) True accounts shall be kept—

- (a) of all sums of money received and expended by the Society and the matter in respect of which the receipt of expenditure takes place; and
- (b) of the property, credits and liabilities of the Society and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Society for the time being, those accounts shall be open to the inspection of the Councillors.

(2) The Treasurer of the Society shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Society in such form and manner as the Committee may direct.

(3) The accounts, books, and records referred to in sub-rules (1) and (2) of this rule shall be kept at the Society's office or at such other place as the Committee may decide.

Banking and finance

11. (1) The Treasurer of the Society shall, on behalf of the Society receive all moneys paid to the Society and forthwith after the receipt thereof cause the issue of official receipts therefor.

(2) The Committee shall cause to be opened with such bank as the Committee selects a banking account or accounts in the name of the Society into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.

(3) The Committee may receive from the Society's bank or bankers for the time being the cheques drawn by the Society on any of its accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suits, or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Society.

(4) Except with the authority of the Committee, no payment of a sum exceeding two dollars shall be made from the funds of the Society otherwise than by cheque drawn on the Society's bank account, but the Committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Committee may impose.

(5) No cheques shall be drawn on the Society's bank account except for the payment of expenditure that has been authorised by the Committee.

(6) All cheques, drafts, bills of exchange, promisory notes, and other negotiable instruments shall be signed by any two of those persons authorised by the Committee to sign on its behalf.

(7) Notwithstanding the provisions above-mentioned nothing shall invalidate the use of petty cash exceeding \$2.00 but not exceeding \$100.00, or the drawing of cheques without prior authorisation, provided that such use of petty cash and drawing of cheques is ratified at the next meeting of the Committee.

12. (1) At each annual general meeting of the Society the Councillors present shall appoint a person, not being a Councillor, as the Auditor of the Society, who shall be approved and registered with the Registered Board of Auditors and whose qualifications and whose duties shall be defined *mutatis mutandis* under the Companies Ordinance of the ACT. Auditor

(2) A person so appointed shall hold office until the annual general meeting next after that at which he is appointed, and is eligible for re-appointment.

(3) If an appointment is not made at an annual general meeting the Committee shall appoint an Auditor of the Society for the then current financial year of the Society.

(4) The Auditor may only be removed from office by special resolution.

(5) If a casual vacancy occurs in the office of Auditor during the course of a financial year of the Society, the Committee may appoint a person as the Auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

13. (1) Once at least in each financial year of the Society, the accounts of the Society shall be examined by the Auditor. Audit of accounts

(2) The Auditor shall certify as to the correctness of the accounts of the Society and shall report thereon to the Councillors present at the annual general meeting.

(3) In his report, and in certifying to the accounts, the Auditor shall state—

(a) whether he has obtained the information required by him;

(b) whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Society according to the information at his disposal and the explanations given to him and as shown by the books of the Society; and

(c) whether the rules relating to the administration of the funds of the Society have been observed.

(4) The Public Officer of the Society shall cause to be delivered to the Auditor a list of all the accounts, books and records of the Society.

(5) The Auditor—

(a) has a right of access to the accounts, books, records, vouchers and documents of the Society;

(b) may require from the servants of the Society such information and explanations as may be necessary for the performance of his duties as Auditor;

(c) may employ persons to assist him in investigating the accounts of the Society; and

(d) may, in relation to the accounts of the Society, examine any member of the Committee or any servant of the Society.

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Annual
general
meeting

14. (1) The Society shall, in each year, hold an annual general meeting.

(2) The annual general meeting shall be held on such day (being not later than three months after the close of the financial year of the Society) as the Committee may determine.

(3) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

(4) The annual general meeting shall be specified as such in the notice convening it.

(5) The ordinary business of the annual general meeting shall be—

(a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;

(b) to receive from the Committee, Auditor, and servants of the Society reports upon the transactions of the Society during the last preceding financial year;

(c) to elect the officers of the Society and the ordinary committee men;

(d) to appoint the Auditor and determine his remuneration; and

(e) to determine the remuneration of servants of the Society.

(6) The annual general meeting may transact special business of which notice is given in accordance with these rules.

(7) All general meetings other than the annual general meeting shall be called special general meetings.

Special
general
meetings

15. (1) The Committee shall convene special general meetings of the Society at such intervals as are determined by the Society and may convene a special general meeting whenever it thinks fit.

(2) The Committee shall, on the request of the Master or on the requisition in writing of not less than six Councillors, convene a special general meeting of the Society.

(3) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Society and may consist of several documents in the like form, each signed by one or more of the requisitionists.

(4) If the Committee does not cause a special general meeting to be held within twenty-one days from the date on which a requisition therefor is deposited at the office of the Society, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.

(5) A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the

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Society to the persons incurring them.

16. At least fourteen days' written notice of general meetings shall be sent by the Secretary by ordinary pre-paid post to all Councillors at their last addresses as shown in the records of the Association.

Notices of general meetings

17. (1) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.

Business and quorum of general meetings

(2) No item of business shall be transacted at a general meeting unless a quorum of Councillors entitled under these rules to vote is present during the time when the meeting is considering that item.

(3) One-third of the Councillors, personally present, shall constitute a quorum for the transaction of the business of a general meeting.

(4) If within one hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of Councillors, shall be dissolved; and in any other case it shall stand adjourned to a day in the next week, at the same time and (unless another place is specified by the chairman at the time of the adjournment or by written notice to Councillors given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

(5) The Society may not meet and transact business (other than adjournment and subject to rules 14(1) and 15(2)) without the Master's concurrence except in the case of his death, incapacity or absence from the country, or when the terms and conditions of his dismissal are to be discussed.

18. (1) The Chairman shall chair every general meeting of the Society and shall have a deliberative as well as a casting vote.

Chairman to preside at general meetings

(2) If the Chairman is absent from a general meeting, the Councillors present shall elect one of their number to preside as Chairman thereat.

19. (1) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

Adjournment of general meetings

(2) Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.

(3) Except as provided in the foregoing provisions of this

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rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

- Determination of questions arising at general meetings 20. A question arising at a general meeting of the Society shall be determined on a show of hands and unless before or on the declaration of a result of the show of hands a poll is demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost. An entry to that effect in the minute book of the Association is evidence of that fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.
- Votes 21. (1) Upon any question arising at a general meeting of the Society, a Councillor has one vote only.
(2) All votes shall be given personally.
(3) In the case of an equality of voting on a question, the chairman of the meeting is entitled to exercise a second or casting vote.
- Taking of poll 22. If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the chairman may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.
- When poll to be taken 23. A poll that is demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairman may direct.
- Affairs of Association to be managed by a committee 24. (1) Subject to Rule 7(4), the affairs of the Society shall be managed by a Committee of management constituted as provided in Rule 26.
(2) The Committee—
(a) shall control and manage the business and affairs of the Society;
(b) may, subject to these rules, exercise all such powers and functions as may be exercised by the Society, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Society; and
(c) subject to the Ordinance and these rules, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association, including power to appoint, subject to ratification by the Council, an Acting Master if the Master is absent from the College, is ill, or is otherwise unable to perform his duties, or if there is any vacancy in the office of Master; and upon such appointment, the powers of the Acting Master shall be the powers of the Master.

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25. (1) The officers of the Society shall be elected by and from the Councillors and shall be—

Officers of
the Society

- (a) a Chairman;
- (b) a Secretary; and
- (c) a Treasurer.

(2) Each officer of the Society shall hold office until the annual general meeting next after the date of his election but is eligible for re-election.

(3) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this rule, the Committee may appoint one of its members to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his appointment.

26. (1) The Committee shall consist of thirteen members, or such other members as may be determined by the Society from time to time at a general meeting, provided that at least three shall be representatives of the participating churches, viz.—

Constitution
of the
Committee

- (a) the officers of the Society;
- (b) the Master and Deputy Master;
- (c) one of the Councillors appointed by the University;
- (d) one of the representatives of the Academic Staff of the College;
- (e) three of the representatives of the resident members of the College other than the representatives of the Academic Staff;
- (f) three other Councillors appointed by the Society.

(2) Each ordinary Committee man shall, subject to these rules, hold office until the annual general meeting next after the date of his election, but is eligible for re-election.

(3) In the event of a casual vacancy occurring in the office of ordinary Committee men, the committee may appoint a Councillor to fill the vacancy, and the Councillor so appointed shall hold office subject to these rules, until the conclusion of the annual general meeting next following the date of his appointment.

27. For the purpose of these rules, the office of an officer of the Society or of an ordinary Committee man becomes vacant if the officer or Committee man—

Vacation
of office

- (a) dies;
- (b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his creditors, or makes any assignment of his estate for their benefit;
- (c) becomes of unsound mind;
- (d) resigns his office by writing under his hand

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- addressed to the Committee;
- (e) fails, without leave granted by the Committee, to attend three consecutive meetings of the Committee; or
- (f) ceases to be a Councillor.

Meetings of the Committee and of sub-committees

28. (1) The Committee shall meet at least twice in each academic term at such place and at such times as the Committee may determine.

(2) Special meetings of the Committee may be convened by the Chairman or by the Master or by any four of its members.

(3) Notice shall be given to members of the Committee of any special meeting, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting.

(4) Any six members of the Committee, one of which shall be the Master, constitute a quorum for the transaction of the business of a meeting of the Committee, provided that any six members of the Committee shall constitute a quorum when notice in writing of the Master's absence through his illness shall have been received by the Secretary.

(5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.

(6) At meetings of the Committee, the Chairman, or in his absence such one of the remaining members of the Committee as may be chosen by the members present, shall preside.

(7) Questions arising at meetings of the Committee, or of any sub-committee appointed by the Society or by the Committee, shall be determined on a show of hands or, if demanded by a member by a poll taken in such manner as the person presiding at the meeting may determine.

(8) Each member of the Committee present at a meeting of the Committee or of any sub-committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

(9) Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to him at a reasonable time before the meeting or by sending it to him by post in a pre-paid letter addressed to him at his usual or last-known place of abode in time to reach him in due course of post before the date of the meeting.

Disclosure of interest in contracts etc.

29. (1) A member of the Committee who is interested in any contract or arrangement made or proposed to be made with the Society shall disclose his interest at the first meeting of the Committee at which the contract or arrangement is first taken into consideration of his interest then exists, or, in any other case, at the first meeting of the Committee after

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the acquisition of his interest.

(2) If a member of the Committee becomes interested in a contract or arrangement after it is made or entered into he shall disclose his interest at the first meeting of the Committee after he becomes so interested.

(3) No member of the Committee shall vote as a member of the Committee in respect of any contract or arrangement in which he is interested and if he does so vote his vote shall not be counted.

30. (1) The Society or Committee may at any time appoint a sub-committee from its members as it may think fit and shall prescribe the powers and functions thereof.

Sub-committees and Executive Committee

(2) The Society or Committee may co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are Councillors, but a person co-opted is not entitled to vote.

(3) Unless the Committee should otherwise determine, those appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.

(4) The Secretary of the Society is responsible for calling meetings of a sub-committee.

(5) Written notice of each sub-committee meeting shall be served on each member of the sub-committee by delivering it to him at a reasonable time before the meeting or by sending it by post in a pre-paid letter addressed to him at his usual or last-known place of abode, in time to reach him in due course of post before the date of the meeting.

(6) The Chairman, the Treasurer, the Secretary, the Master and the President of the Burgmann Residents' Association or his or her delegate constitute the Executive Committee. This Executive Committee may issue instructions to the Public Officer and the servants of the Society in matters of urgency connected with the management of the affairs of the Society during the intervals between meetings of the Committee and where any such instructions are issued shall report thereon to the next meeting of the Committee.

(7) The Master shall have the right to attend and address but not vote at all or any meetings of all or any sub-committees.

31. The Committee shall determine the period which shall constitute the financial year of the Society.

Financial year

32. A notice may be served by or on behalf of the Society upon any Councillor either personally or by sending it through the post in a pre-paid letter addressed to the Councillor at his usual or last-known place of abode.

Notices

33. (1) The Seal of the Society shall be in the form of a rubber stamp, inscribed with the name of the Society encircling the word 'seal'.

Seal of the Society

(2) The Seal of the Society shall not be affixed to any instrument except by the authority of the Committee, and

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the affixing thereof shall be attested by the signatures either of two members of the Committee or one member of the Committee and of the Public Officer of the Society or such other person as the Committee may appoint for that purpose, and that attestation is sufficient for all purposes that the Seal was affixed by the authority of the Committee.

(3) The Seal shall remain in the custody of the Secretary.

(4) The Secretary shall cause to be kept a record of the affixing of the Seal and the authority by which the Seal was affixed.

The Visitor 34. The Society shall from time to time appoint some suitable person to act as The Visitor to the College for such term and for such purposes as the Society shall deem fit. The Visitor may perform such functions as the Council of the University shall from time to time approve.

The Master 35. (1) The Master of the College shall be appointed by the Council and shall have qualifications for participating where appropriate in the academic life of the University.

(2) The Master shall be the chief executive officer and a member of the College and, notwithstanding any of the provisions in these present contained and subject always to the general control and authority of the Council, all members of the staff of the College and those occupied in the work and conduct of the College shall be under the control of the Master. The Master shall have the right of nomination for all positions on the College staff and no appointment shall be made without his concurrence. Subject to such regulation as may be made by the Council, the Master shall have deputed to him power to appoint and dismiss members of the staff and shall be responsible to the Council for the good government of the College.

(3) Students expelled by the Master from the College shall have the right to appeal to the Committee provided written notice of appeal is lodged within fourteen days with the Secretary.

Admission 36. Every person before admission to membership of the College shall sign a declaration that he will obey the regulations of the College from time to time in force and will also conform with the directions from time to time of its authorities.

College meeting 37. There may be called a meeting of members of the College with power to make recommendations to the Council upon and relating to the good conduct of the College. Such meeting shall be called by the Master or upon a requisition in writing addressed to the Secretary and signed by not less than forty members of the College.

Alteration of rules 38. (1) With the exception of Rule 4, all rules may be altered by special resolution of a simple majority of Councillors present and voting at a general meeting.

(2) Rule 4 may be altered only by a special resolution of not less than a two-thirds majority of Councillors present

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and voting at a general meeting.

(3) No alteration shall become effective until approved by the Council of the University.

(4) Fourteen days' written notice of any proposed alteration to the Rules must be sent to all Councillors.

(5) Notwithstanding anything hereinbefore stated no rule or regulation affecting the Master may be introduced or altered without his concurrence.

JOHN XXIII COLLEGE CONSTITUTION

(Approved under the Residential Colleges (Affiliation) Statute by the Standing Committee of the Council of the University on 9 December 1966)

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| 1. The name of the College shall be 'John XXIII College' (hereinafter called 'the College'). | Name |
| 2. The property of the College is vested in the Trustees of the Dominican Fathers, a body incorporated under the <i>Roman Catholic Church Committees Lands Act 1942-1948</i> of the State of New South Wales and having its address in the Australian Capital Territory at Blackfriars Priory, Phillip Avenue, Watson. | Property |

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