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**Australasian Study of Parliament Group**

**[Jurisdiction] Chapter**

**Constitution**

**Name**

1. The name shall be the Australasian Study of Parliament Group (jurisdiction Chapter), hereinafter referred to as ‘the Chapter’.

**Objectives**

1. To support in [jurisdiction] the purpose of the Australasian Study of Parliament Group (ASPG), hereinafter referred to as ‘the Group’, which is to encourage and stimulate research, writing and teaching about parliamentary institutions in Australasia and the South Pacific, as set out in the ASPG Group Constitution.

**Membership**

1. Membership shall be open to any person with an interest in parliament and parliamentary affairs, including members of parliament, parliamentary staff, academics, students and the media.

**Annual and General Meetings**

1. There will be an annual meeting of the Chapter. General meetings will be held as required by the Executive. The quorum for annual or general meetings affecting constitutional requirements is [number] members.

**Notice of meetings**

1. Notice in writing of annual or general meetings affecting constitutional requirements is at least two weeks.

**Amendments**

1. The constitution may be altered at an annual meeting or a general meeting.

**Executive Committee**

1. The annual meeting will elect an Executive Committee of no fewer than [number] and no more than [number] members, including the Chairperson, Secretary and Treasurer for a term of [number] year/s. The Executive Committee may determine that the positions of Secretary and Treasurer be filled by the same person where administratively appropriate.
2. A casual vacancy on the Executive Committee may be filled by the Executive for the unexpired portion of the term of the vacated position.
3. The Executive Committee shall have full responsibility for the conduct of the affairs of the Chapter between its annual meetings subject to such directions as the annual meeting shall give.

**Chair**

1. When the Chapter hosts the Annual Group Conference, the Executive Committee shall nominate the Chair, who shall be a member of that Chapter.

**Secretary**

1. The Secretary shall maintain a register of members in that Chapter specifying the name and address of each member together with the date on which the person became a member and their financial status.
2. The Secretary will prepare and provide to the Group Secretary a written report, referred to as the ‘annual Chapter Report’, one month before the Group’s AGM, which will include the Chapter’s current membership list and Chapter activities for the year.
3. The Secretary shall also serve as one of the Chapter’s representatives on the Group Executive Committee, unless otherwise determined by the Chapter. The Chapter will also nominate a second representative. The Chapter may nominate two alternative representatives to serve on the Group Executive Committee during the absence of the Secretary or second representative.

**Finances**

1. Annual accounts will be prepared by the Treasurer and a decision as to how the accounts will be audited will be determined by the Executive Committee.
2. The Treasurer shall prepare a Treasurer’s Financial Report at least once a year, or to be made available to its membership on request.
3. As part of the annual Chapter Report, the Treasurer must include written assurance that the Chapter has a true and accurate record of accounts.
4. Account withdrawals will be jointly signed by two members of the Executive Committee, neither of whom are beneficiaries of the payment.
5. Fees payable by members are to be collected by the Treasurer at the rate determined by the Chapter and deposited into the Chapter’s bank account. An amount to cover the Group’s costs, which will be determined by the Group’s AGM, shall be remitted to the Group Treasurer on or by 31 March each year.
6. The finances of the Chapter shall be devoted to the objectives of the Chapter.

**Not for Profit**

1. The income and property of the Chapter shall be used and applied solely in promotion of its objects and no portion shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or by way of profit to members of the Chapter.

**Winding up**

1. The Chapter may be wound up if a resolution is passed by a majority of members present at an annual or general meeting.
2. Upon winding up, all assets are to be transferred to the ASPG Group. In the event of the ASPG Group having been dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to an organisation with similar purposes within Australia that is not carried on for the profit or gain of its individual members.