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University of Wollongong Union Annual Report 1977

ELEVENTH ANNUAL REPORT

1977

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UNIVERSITY OF WOLLONGONG UNION

THE UNIVERSITY OF WOLLONGONG UNION

BOARD OF MANAGEMENT - 1977

(until 20th September, 1977)

Chairperson:

Mr. D. Lear, BSc

Deputy Chairperson:

Ms. W. Kon, BA

Secretary-Manager:

Mrs. H. Susan Stevenson
(appointed 4.11.1976)

Members:

Mr. D. Burke
G.W. Butler
Prof. J.L.C. Chipman, MA,
LLB, BPhil, DPhil
Ms. A. Geary
Mr. C.T. Heazlewood, BCom
DipEd, MEc, AASA, AFAIM,
FTIA

Mr. D. Jamieson
Mr. A.G. McLean, BE, Grad IEA
(resigned 1.2.77)
Mr. W. Pike, MA
Mr. M.J. Ross, BA
Mr. A. Wolfe (from 22.3.77)
Dr. A.J. Wright, BSc, PhD

(from 20th September, 1977)

Chairperson:

Mr. D. Lear, BSc (until 6.12.77)
Mr. M. Halls (from 6.12.77)

Deputy Chairperson:

Mr. J. Roach

Secretary-Manager:

Mrs. H. Susan Stevenson

Members:

Mr. J. Black
G.W. Butler
Mr. J. Bywater
Prof. J.L.C. Chipman, MA,
LLB, BPhil, DPhil
(until 6.12.77)
Ms. A. Geary
Mr. C.T. Heazlewood, BCom
DipEd, MEc, AASA, AFAIM,
FTIA (until 6.12.77)

Mr. D. Jamieson
Ms. J. MacDonald
Mr. B.J. Meek, BA DipEd (from 6.12.77)
Mr. W. Murphy
Mr. W. Pike, MA
Mr. M.J. Ross, BA
Prof. B.H. Smith, BE, PhD,
MIEE, FIEAust
(from 6.12.77)



COMMITTEES FOR 1977

Finance & Development

Mr. D. Burke (until 20.9.77)	Mr. D. Lear (until 6.12.77)
Mr. J. Black (from 20.9.77)	Ms. J. MacDonald (from 20.9.77)
Ms. A. Geary (until 20.9.77)	Mr. B.J. Meek (from 6.12.77)
Mr. M. Halls (from 20.9.77)	Mr. A.G. McLean (resigned 1.2.77)
Mr. C.T. Heazlewood (until 20.9.77)	Mr. J. Roach (from 20.9.77)
Mr. D. Jamieson (from 20.9.77)	Mrs. H.S. Stevenson
Ms. W. Kon (until 20.9.77)	Mr. A. Wolfe (from 22.3.77 until 20.9.77)

House

Mr. D. Brewer (from 30.5.77 until 20.9.77)	Mr. D. Lear (from 20.9.77 until 6.12.77)
Mr. D. Burke	Mr. J. Malcolm (from 20.9.77)
G.W. Butler (from 20.9.77)	Ms. J. McLeod (from 21.6.77 until 20.9.77)
Mr. J. Bywater (from 20.9.77)	Dr. A.G. Morris
Mr. M. Egan (from 20.9.77)	Mr. W. Murphy (from 20.9.77)
Ms. A. Geary (until 20.9.77)	Mr. S. Reavley (until 30.5.77)
Mr. D. Jamieson (from 20.9.77)	Mr. J. Roach (from 20.9.77)
Ms. E. Keenan (until 4.4.77)	Mrs. H.S. Stevenson
Ms. W. Kon (until 20.9.77)	

Activities

Mr. D. Brewer (from 30.5.77 until 20.9.77)	Mr. W. Murphy (from 20.9.77)
Mr. D. Burke (from 18.10.77)	Mrs. C. Platt (from 18.10.77)
G.W. Butler (until 20.9.77)	Mr. J. Roach (from 20.9.77)
Mr. P. Castle (until 20.9.77)	Mr. M. Robinson (from 20.9.77)
Mr. D. Jamieson	Mr. M. Ross
Ms. E. Keenan (until 4.4.77)	Mrs. H.S. Stevenson
Mr. D. Lear (until 20.9.77)	Mr. A. Wolfe (from 22.3.77 until 20.9.77)

Clubs & Societies

G.W. Butler	Mr. J. Roach (from 20.9.77)
Ms. W. Kon (until 20.9.77)	Mr. M. Ross (until 20.9.77)
Ms. J. MacDonald (from 20.9.77)	Mrs. H.S. Stevenson

*Plus President and Secretary of each affiliated Club:
Bridge Club, Camera Club, Car Club, Drama Society, Film Group,
Geological Society, History Society, Musical Society,
Metallurgical Society, Parents Club and from December
Geographical Society and Il Circolo Italiano.*

Constitution

Mr. J. Black (from 20.9.77)	Mr. M. Halls (from 20.9.77)
Mr. D. Burke (until 20.9.77)	Ms. W. Kon (until 20.9.77)
G.W. Butler	Mr. D. Lear (until 20.9.77)
Ms. A. Geary	Mrs. H.S. Stevenson

The Board of Management presents its Eleventh Annual Report to the University in accordance with Clause 12(c) of the Union Constitution.

BOARD MEETINGS

During the calendar year 1977 there were ten meetings of the Board attended as follows:

	Appointed/Elected by	Meetings	
		Attended	Possible
Black, Mr. J.	Union Members	3	3
Burke, Mr. D.	Union Members	7	7
Butler, G.W.	Union Members	9	10
Bywater, Mr. J.	Union Members	3	3
Chipman, Prof. J.L.C.	University Council	5	9
Geary, Ms. A.	Union Members	6	10
Halls, Mr. M.	Union Members	3	3
Heazlewood, Mr. C.T.	University Council	8	9
Jamieson, Mr. D.	Union Members	7	10
Kon, Ms. W.	Union Members	4	7
Lear, Mr. D.	University Council	10	10
MacDonald, Ms. J.	Union Members	3	3
McLean, Mr. A.	Union Members	-	1
Meek, Mr. B.J.	University Council	1	1
Murphy, Mr. W.	Union Members	3	3
Pike, Mr. W.	University Council	6	10
Roach, Mr. J.	Union Members	3	3
Ross, Mr. M.J.	Life Members	5	10
Smith, Prof. B.H.	University Council	1	1
Stevenson, Mrs. H.S.	Ex-officio	9	10
Wolfe, Mr. A.	Union Members	1	6
Wright, Dr. A.J.	Life Members	5	7

MEMBERSHIP

There were 2498 members of all classes in 1977 compared with 2268 in 1976. The total of life members as at the end of 1977 was 316.

GENERAL MEETINGS

The Annual General Meeting of the Union was held in the Common Room on 14th April 1977 at 12.45 pm and was attended by fifteen members of the Union. The annual report for 1976 containing financial statements for 1976 was received. A motion proposing that the Union formally acknowledge students and staff of the University who are, or are eligible to become, life members of Unions of other universities or colleges of advanced education by granting them life membership to the University of Wollongong Union on payment of the appropriate fee was carried. This matter was referred to the Constitution Committee. At the same meeting various changes to the Constitution were approved and a copy of the amended constitution appears elsewhere in this report. The most notable change was an increase in the number of Board members from 13 to 15. The General meeting approved the composition of these 15 members as follows: 12 persons elected by and from all classes of membership, 2 persons nominated by Council and the Secretary-Manager of the Union. However, University Council resolved later in the year that the number of Council nominees should remain at 4. The Board resolved that the total membership should not exceed 15 with the result that the present composition is 10 persons elected by and from all classes of membership, 4 persons nominated by Council and the Secretary-Manager.

A Special General Meeting was held in the Union on Thursday, 6th October, 1977 attended by 26 persons, at which the 1978 Budget was approved incorporating a \$5 fee rise.

BUILDINGS

During the early part of the year the remaining alterations were carried out to the Union Hall to bring it to the required standard for a Public Halls Licence which was granted on 2nd May 1977. Other internal work included the completion of four new catering and shop storerooms in the old kitchen and a bar counter in the Common Room. In the course of the year the Board of Management was asked by the University to provide a list of improvements and additions in order of priority which might be made to the Union if funds were available. In December the Board of Management was informed that monies would be forthcoming and details of the alterations appear elsewhere in this report.

FINANCE

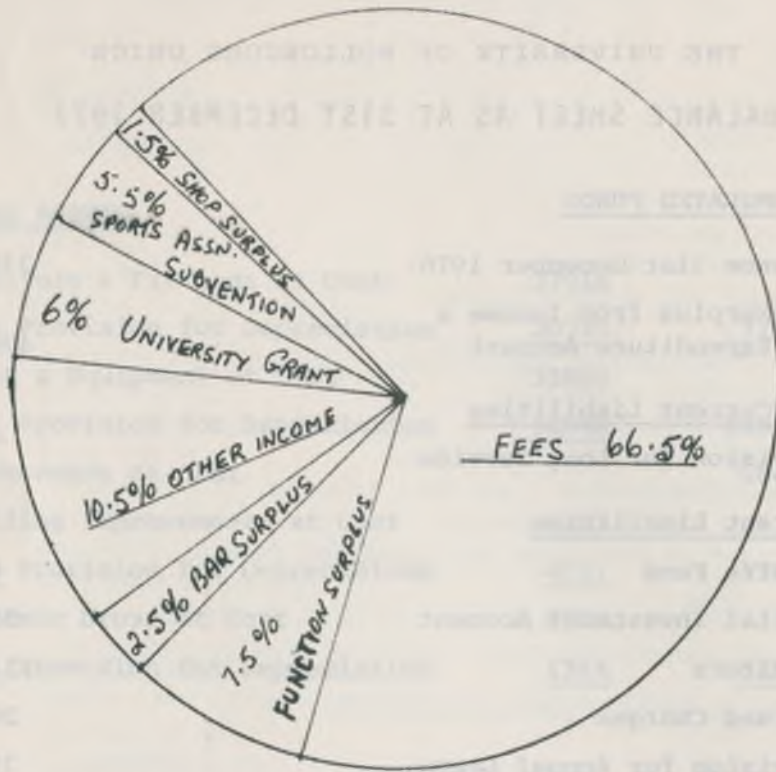
At the end of 1976 the Board faced a catering deficit of \$38,457, with the result that only \$53 was transferred to accumulated funds. The Union's reserves for future capital development and replacement furnishings and fittings were seriously depleted.

However, at 31st December 1977, the Union was in an improved position. This was due to a number of factors:

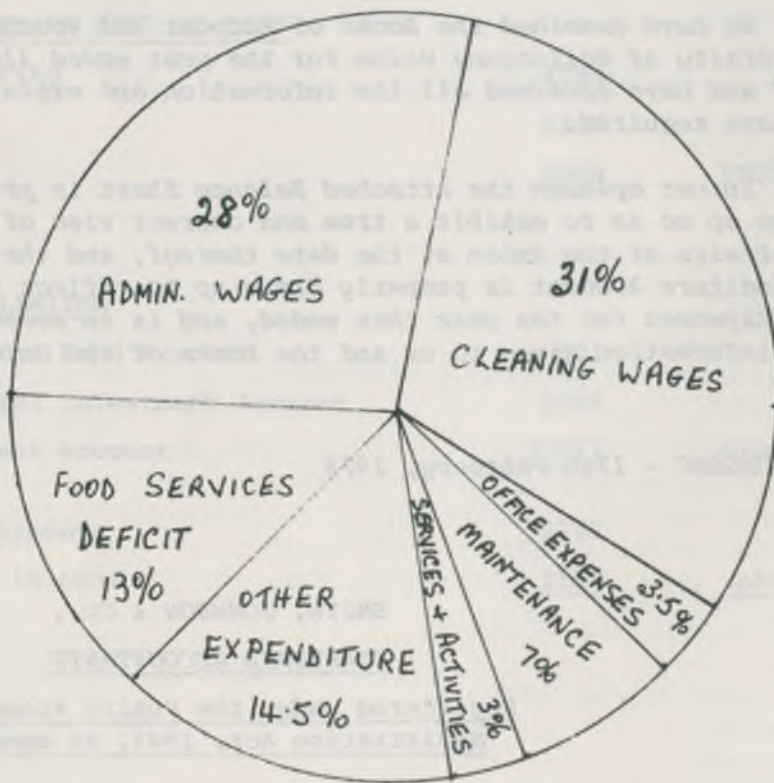
1. The overall catering deficit for the year was \$2532 being \$7439 below the budgeted deficit. This decrease in losses over the previous year was achieved by non-replacement of the Catering Manager who resigned, a reduction in non-management staffing levels, improved stock control systems, and an increase in function trading. It is hoped to be able to maintain the level of function trading in 1978 to subsidise food services to members.
2. The resignation of the House Manager on secondment from the University resulted in the University making a cash grant of \$13,812 in lieu of his services. It was decided that the post should be replaced by a Recreation Assistant whose time would be divided between the Union and Sports Association. The post was not filled until January 1978 and, therefore, a considerable monetary saving was made.
3. Although income from members' fees was \$2073 below budget, this was more than offset by a budget saving of \$10,618 on staff wages as indexation was not as high as expected.
4. By using the University printery instead of outside sources and by careful monitoring of telephone calls \$3000 was saved in office expenses.

It is fortunate that the Union has managed to increase its funds since in 1978 it is expected that \$15,000 will be needed to furnish the proposed Bar/Bistro extensions and make a contribution towards the purchase of two 35 mm projectors in the Union Hall.

INCOME



EXPENDITURE



THE UNIVERSITY OF WOLLONGONG UNION
BALANCE SHEET AS AT 31ST DECEMBER 1977

<u>1976</u>	<u>ACCUMULATED FUNDS</u>		
33768	Balance 31st December 1976	33821	
<u>54</u>	<u>Add Surplus from Income &</u>		
33822	<u>Expenditure Account</u>	40110	73931
	<u>Non Current Liabilities</u>		
6216	Provision for Long Service		7336
	<u>Current Liabilities</u>		
681	Theatre Fund	681	
2829	Capital Investment Account	5565	
6638	Creditors	11315	
1386	Accrued Charges	2670	
6945	Provision for Annual Leave	7115	27346
<u>18479</u>			
<u>58517</u>			<u>108613</u>
=====			=====

We have examined the Books of Account and Vouchers of the University of Wollongong Union for the year ended 31st December, 1977 and have obtained all the information and explanations we have required.

In our opinion the attached Balance Sheet is properly drawn up so as to exhibit a true and correct view of the state of affairs of the Union at the date thereof, and the Income and Expenditure Account is properly drawn up to reflect the Revenue and Expenses for the year then ended, and is in accordance with the information given to us and the books of the Union.

WOLLONGONG - 17th February, 1978

SMITH, JOHNSON & CO.,

CHARTERED ACCOUNTANTS

Registered under the Public Accountants'
Registration Act, 1945, as amended

1976	<u>FIXED ASSETS</u>			
22940	Furniture & Fittings at Cost	27916		
17953	<u>Less</u> Provision for Depreciation	<u>20745</u>	7171	
23463	Plant & Equipment at Cost	33860		
11909	<u>Less</u> Provision for Depreciation	<u>14890</u>	18970	
3691	Kitchenware at Cost		6846	
6264	Building Improvements at Cost	6263		
3906	<u>Less</u> Provision for Depreciation	<u>4531</u>	1732	
7137	Academic Dress at Cost	6503		
714	<u>Less</u> Provision for Depreciation	<u>1364</u>	<u>5139</u>	39858
<u>29013</u>				
	<u>CURRENT ASSETS</u>			
7565	Sundry Debtors	3704		
1000	<u>Less</u> Provision for Doubtful Debts	<u>500</u>	3204	
6565				
	<u>STOCKS ON HAND AT COST</u>			
2842	Catering	4794		
4571	Bar	6148		
8018	Shop	<u>8088</u>	19030	
15431				
	<u>CBA LIMITED</u>			
681	Theatre Fund Account	681		
2829	Capital Investment Account	5565		
1419	Current Account	<u>37017</u>	43263	
4929				
2064	Prepayments	2140		
515	Cash in Hand	<u>1118</u>	<u>3258</u>	<u>68755</u>
2579				
58517				108613
=====				=====

THE UNIVERSITY OF WOLLONGONG UNION
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST DECEMBER 1977

<u>1976</u>	<u>INCOME</u>			
144965	Members' Fees	155177		
100	Life Members	<u>250</u>	155427	
495	Commissions		445	
932	Gown Hire		1050	
956	Interest Received		2038	
6077	Recoupment of Wages		4897	
340	Donations and Sundry Income		20	
3685	Room Hire		2812	
10530	Sports Association Subvention		13020	
1166	Entertainment Machines		2320	
247	Public Telephone		20	
-	Grant for Recreation Assistant		13812	
3628	Surplus transferred from Shop Trading		2996	
-	Grant for Child Care Wages		10790	
-	Reduction in Provision for Doubtful Debts		<u>500</u>	210147
	<u>EXPENDITURE</u>			
38457	Deficit transferred from Catering Services Trading		2532	
	<u>General & Administrative Expenses</u>			
	<u>Staff</u>			
90585	Wages	103291		
4489	Payroll Tax	5135		
1943	Provision for Long Service	1894		
-	Compensation	3252		
680	Superannuation	965		
<u>655</u>	Uniforms	<u>710</u>	115247	
98352	<u>Office</u>			
2441	Telephone	1566		
1188	Postage	1487		
<u>4193</u>	Printing & Stationery	<u>3448</u>	6501	
7822	<u>Maintenance</u>			
-	Security	1012		
2502	Cleaning	2552		
1616	Garbage	3127		
<u>5359</u>	Repairs & Maintenance	<u>7132</u>	13823	
9477	<u>Services</u>			
859	Union Catering	314		
272	Newspapers, Periodicals & Cassettes	665		
<u>309</u>	TV Hire	<u>317</u>	1296	
1440	<u>Activities</u>			
893	Annual Dinner Net Cost	-		
1048	Clubs & Societies	1871		
<u>3515</u>	Programmed Activities	<u>2887</u>	4758	
5456	<u>Other Expenditure</u>			
-	Loss on Disposal of Assets	605		
1004	Audit Fees	1756		
-	Bad Debts Written Off	119		
5980	Depreciation	7661		
2436	Insurances	2459		
179	Subscriptions	248		
440	Travel Expenses	236		
1324	Sundry Administrative Expenses	783		
700	Provision for Doubtful Debts	-		
-	Child Care Expenses	1223		
<u>12063</u>	Child Care Wages & Payroll Tax	<u>10790</u>	<u>25880</u>	<u>170037</u>
54	Surplus transferred to Accumulated Funds			40110
				=====

THE UNIVERSITY OF WOLLONGONG UNION
TRADING STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 1977

1. CATERING

<u>1976</u>	<u>Bar Trading</u>			
57243	Sales		56578	
<u>32267</u>	Cost of Goods Sold		<u>30421</u>	
24976			26157	
18411	Wages	19284		
908	Payroll Tax	1210		
<u>13</u>	Sundries	<u>10</u>	<u>20504</u>	
5644	Surplus on Bar Trading			5653
	<u>Function Trading</u>			
48282	Food Sales	48608		
-	Liquor Sales	<u>22632</u>	71240	
31489	Food Costs	16139		
-	Liquor Costs	<u>12922</u>	<u>29061</u>	
-	Gross Profit		42179	
-	Function Labour Costs	23011		
-	Function Expenses	<u>860</u>	<u>23871</u>	
16793	Surplus Function Trading			18308
	<u>Food Services Trading</u>			
10147	Coffee Bar Sales	-		
56037	Servery Sales	62618		
42070	Takeaway Sales	71289		
17277	Bistro Sales	33595		
<u>1913</u>	Machine Sales	<u>4466</u>	171968	
127444				
82715	Cost of Goods Sold		<u>97719</u>	
44729	Gross Profit		74249	
87837	Wages	79430		
5288	Payroll Tax	<u>4643</u>	<u>84073</u>	
48396	Deficit on Food Trading		(9824)	
<u>12498</u>	Overheads		<u>16669</u>	(26493)
38457	Deficit on Catering Services Trading			(2532)

2. SHOP

46959	Sales		39443	
<u>34031</u>	Cost of Goods Sold		<u>27627</u>	
12928	Gross Profit		11816	
8812	Wages	8351		
414	Payroll Tax	403		
<u>74</u>	Sundry Expenses	<u>66</u>	<u>8820</u>	
3628	Surplus from Shop Trading		2996	

NOTES TO ACCOUNTS

- Annual Dinner net cost is shown in Programmed Activities.
- Compensation Insurance shown as separate figure, where last year was included in Insurances. 1977 insurance includes accident pay insurance as taken out for the first time in 1977.
- Child Care grant for wages, and wages paid, shown in Income & Expenditure off-set each other.

<u>1976</u>	<u>Catering Overheads</u>		
2910	Process Heating (Electricity)		3352
1591	Laundry		1673
822	Uniform Allowances		923
1332	Superannuation		1336
2315	Compensation Insurance		3192
512	Uniforms		600
909	Sundries		1322
<u>2107</u>	Replacement of crockery, cutlery, glassware		<u>4271</u>
12498	Total Overheads		16669

- Function Trading Liquor Sales and Costs included in Bar Trading in 1976.

UNION ACTIVITIES

During the year a range of activities took place in the Union.

FIRST SESSION

March

- 1 Lunchtime Concert given by "DELUVIA"
- 23 Market Day

April

- 14 Annual General Meeting of Union members
- 20 "Australian Volunteers Abroad" - lecture given by Miss Jackie Dettman from the Overseas Service Bureau
- 20 Market Day

May

- 3 Open Forum - members of the Union Board of Management answered Union members' questions
- 6 *Graduation Day*
Graduation Ball
- 23-27 Exhibition of the Wollongong Hand Weavers and Spinners Group, opened by Mr. David Lear, Chairperson of the Union Board of Management
- 28 Evening Concert featuring "TARQUIN" and "CAROL LLOYD" bands
- 30-8 June Exhibition of Paintings and Watercolours by Ms. P. Holleley

June

- 1 Market Day
- 4 Evening Concert by the RENAISSANCE PLAYERS in conjunction with the University Musical Society
- 6 Performance by the Dance Company of New South Wales

SECOND SESSION

August

- 2 Luchtime Performance by MARTIN HARVEY,
singer/instrumentalist
- 4 Evening Recital of folksongs by PHIL HUNGERFORD
- 10 Market Day
- 15 "MARIJUANA - MYTHS AND RESEARCH EVIDENCE" Lecture
by Professor B. Hardin Jones
- 17 Guitar Recital and demonstration in conjunction
with the University Musical Society
- 18 Recital of Folksongs and Poetry given by Malcolm
and Mary Black
- 19-25 Student Art Exhibition - an exhibition of Paintings,
Drawings and Sculptures
- 24 Dinner-Dance "FRENCH VERSION"

September

- 13-21 Exhibition of photography by the University Camera
Club
- 16 Union Annual Dinner - Speaker - The Hon. Mr. Justice
R.M. Hope, CMG, Chancellor, University of Wollongong
- 20&27 Demonstration on Creative Leatherwork by Ms Beth
Baker

October

- 4&11 Demonstration on Creative Leatherwork by Ms Beth
Baker
- 6 General Meeting of Union members
- 17-21 Exhibition of Paintings by Mr. Derry Messum
- 18 Poetry reading by Mr. Sid Bentley
- 20 Dinner-Dance "HAWAIIAN NIGHT"

November

- 2 Melbourne Cup Day Luncheon
Market Day

PERSONNEL

The full-time staff of the Union in 1977 (which provided services in addition for the Sports Association comprised:

Accountant	Mr. P. Bottele, BCom (7.5.73)
Function Manager	Mr. G. Stuart-Street (9.2.70)
Catering Supervisor	Mrs. V. Barnhill (4.4.77)
Chef	Mr. L. Sawyer (22.3.76)
Bar Stewardess	Mrs. P. Williams (1.3.76)
Secretary	Miss L. Köetz (21.12.70)
Clerk/typist	Mrs. M. Harrington (14.2.73)
Clerk/typist	Mrs. P. Barrett (19.8.74)
Clerk/typist (steno)	Mrs. S. Withers (1.3.76)
Curator	Mr. W. Mintram (27.4.70-seconded by the University)
Crew Chief	Mr. A.C. Burling (19.7.71)
Attendant/cleaner	Mr. S. Bentley (21.5.73)
Attendant/cleaner	Mr. P. Schoupp (31.5.76)

AFFILIATED CLUBS

During the year ten clubs and societies were affiliated to the Union: Bridge Club, Camera Club, Car Club, Drama Society, Film Group, Geological Society, History Society, Metallurgical Society, Musical Society and the Parents Club. At the end of the year Geographical Society and Il Circolo Italiano were granted affiliation. The clubs and societies contributed the following brief resumes of their activities:

BRIDGE CLUB

Convenor: Dr. A.J. Wright

The principal bridge activity in 1977 was the Intersarsity Bridge Tournament held in the Union from August 28 to September 3. Mr. Alan King very kindly organised and ran the Tournament, and is thanked for also acting as Director.

Otherwise the Bridge Club meets for social card play in ACS G17 each Tuesday. All are welcome, but if numbers increase we may move to larger quarters in the ACS building.

CAMERA CLUB

President: Mr. Murray Robinson

1977 was quite a successful year for the Camera Club, with a record number of members joining.

The major event of the year was the 4th Annual Photographic Exhibition. The exhibition attracted a higher quality and larger number of photographs than ever before.

As recognition of their ability, some members of the Camera Club were employed by the University's Audio Visual Department for photographic work. We were also fortunate enough to obtain, from Audio Visual, the use of a darkroom which we equipped with club darkroom equipment. The Club now has the facilities for colour printing and developing but few members have taken the opportunity to use them.

The Club also conducted a basic darkroom course for new members.

During the year we held meetings about every two weeks where members brought along prints and colour slides on various topics. At these meetings we occasionally had guest speakers and had a portrait night.

The winners of the continuous pointscore were Mario Sanguinetti for Black & White Prints and Wally Erven for Colour Slides. At the final meeting the best prints and slides throughout the year were judged with Mario Sanguinetti taking print of the year and Jim Sliger slide of the year.

CAR CLUB

Treasurer: Mr. Danny Burke

During 1977, the first year of operation, the Car Club took considerably greater effort to start than was first envisaged. The main reason for this was because funds were made available for equipment during the examination period and, therefore, the equipment was not purchased until near the end of the year. So far we have a timing light, vacuum gauge, compression tester, circuit tester screwdriver and an ignition analyser. We have not yet purchased larger items of equipment as we are still negotiating for a lockable storage area. We have secured a 10% discount for the purchase of goods and hope to buy oil, grease etc. in bulk quantities for sale to members.

DRAMA SOCIETY

President: Mr. Chris Glover

The Society for 1977 was non-existent. Nothing was done. There were about three meetings of the Society at the beginning of the year. A well-known Arcadian comedian conducted two or three lessons in comedy routine but it folded through lack of continued support.

In the last three months of the second session I was approached by a group of H.P.S. students to direct and play the lead role in a play they presented as a tutorial assignment. The play and the people involved were a great success and these people upon my suggestion decided to reform the Society. I was elected president.

The Society was allocated a grant by Clubs & Societies Committee at the end of the year which has been spent on lighting and stage make-up. I have also drawn up plans for the erection of scaffolding to support lights which will be built in 1978.

FILM GROUP

Executive Member: Mr. Peter Castle

In 1977 the Film Group attained the status of a commercial exhibitor. This enabled us to advertise outside the University (on radio and in the Mercury). However this only occurred in May, so for the first part of the year it was business as usual. We had 60 members and over 2500 attendances. But because of increased costs including the necessary advertising, the Film Group barely broke even. This was due also to the failure to attract the public to our screenings. We feel that the breaks in the screenings for university holidays loses us the continuous attention of the general public. Thus in 1978 we will be screening every Wednesday night throughout the year. This may solve the attendance problems and so put us in the more secure financial situation that we require to continue operation.

The greatest achievement in 1978 will be the installation of 35mm projection equipment in the middle of the year. This will open to us a wider range of films, including foreign films and many classics which have been unobtainable on 16mm.

The Management Committee wishes to thank those members and attenders who helped out on the door and in the ticket office throughout 1977 and hope that more will assist us in the future.

GEOLOGICAL SOCIETY

President: Ms. Leonie Campbell

The geolsoc has provided its members with both educational and social activities during the year.

Educational activities included meetings at which eight eminent geologists delivered lectures, and excursions. A major excursion of one week was conducted through areas of geological interest in southern N.S.W. and S.E. Victoria. Weekend excursions were conducted to Kelly's Point, Wombeyan Caves, Yalwal and Bungonia.

The social functions included several Barbecues, a wine bottling, a dinner, a ski week and a ski weekend.

All the activities were enjoyed and well-attended by members.

A barbecue, Annual Dinner and final meeting with a guest speaker also took place during the year.

Proposed for January '78 is a 25-day camping coach tour across southern Australia. The society has been running raffles and a fund raising dinner, in order to subsidise the trip, and in so doing keep the costs within students' financial range.

HISTORY SOCIETY

Acting President: Mr. Glen Mitchell

During 1977 the principal activity of the History Society was the sponsoring of visiting speakers. Two speakers, Dr. Bruce Stave, a Fulbright Scholar from the University of Connecticut, and Dr. Richard Taylor from the Russian and East European Research Centre, at the University College, Swansea visited the University. Dr. Bruce Stave gave an address on the problems of immigration to America and Australia 1850-1950 and Dr. Taylor spoke on methodological problems in using films to interpret Russian history. Both speakers also gave classes for Pass and Honours students in the Department.

Other than these two speakers the History Society continued to distribute and sell copies of the second edition of its journal as well as collect and edit articles for publication early in 1978.

METALLURGICAL SOCIETY

Honorary Secretary: Mr. David Bendeich

The Society's activities for the year were basically along the lines which the Committee had planned and were coincident with the general aims of the Society. These were that there should be a continued level of social events but with an increased emphasis on technical aspects.

The main social event of the year was, as usual, the Annual Dinner, which was held at Don Camillo's Restaurant. Mr. Terry Humphrey was guest speaker and gave an interesting address on all aspects of hang gliding.

There were also two barbecues held at the Sports Pavilion, both of which were highly successful. The first was held in July to farewell Dr. Dunne on his sabbatical leave to Cambridge University and the other in December as a finale to the academic year.

The most talked about and widely accepted innovation that the Society introduced this year was the coffee machine located in the upstairs foyer of the Metallurgy building. The poor quality and high cost of the coffee obtainable on campus has often been the subject of complaints by the students and staff. To alleviate this the Society purchased a self-serve coffee machine which is serviced by students on a voluntary basis.

Two technical nights with guest speakers were held. Dr. John Croll gave an informative talk, and highlighted his presentation with a spectacular film on "Steels for Off-shore Oil and Gas Platforms" and Dr. John Hoffman lectured an appreciative audience on "Metal Spraying and its Applications". The Society intends to improve its programme of technical functions in 1978 and continue with the successful social functions it has presented in the past year.

MUSICAL SOCIETY

President: Ms Jenny Smith

The Annual General Meeting was held on 31st March when officers were elected and activities agreed. During Session 1 the 'Renaissance Players' gave a concert. A dinner for Musical Society members and performers was held before the concert to allow the two groups to converse and share ideas. Several lunch-hour get-togethers were held in the Common Room when members and guests played instruments, listened and talked. During Second Session the Musical Society and the Circolo Italiano co-sponsored a concert by the Sydney University Chamber Choir. Several programmes of recorded music were presented in the Union Hall during the lunch-hour on Wednesdays when members brought records from their own collections and from the City of Wollongong Record Library. On 7th September a concert of music for voice and piano was presented by Coralie Dunn and Keith Johns.

PARENTS CLUB

Secretary: Ms Helen Wiltshire

Kids' Uni enrolments increased over those of the previous year to a total of 55 children, representing 43 families. This includes use of Kids' Uni by students of the Wollongong Institute of Education and Technical College, and staff of both the University and Technical College. However, most places at Kids' Uni went to the children of University students.

The employment of a trained teacher as full-time supervisor, together with a part-time assistant, helped Kids' Uni to run more smoothly than the previous year. Parents were still required to help out, and most did a weekly four-hour roster.

Two delegates from the Parents Club attended the AUS Child Care Conference in Melbourne in September, and three delegates attended a one-day conference organised by the Family and Children's Services Agency on "Innovations in Child Care".

The Child Care Committee of the Parents Club was instrumental in the formation of the N.S.W. Campus Child Care Association, which is designed as a lobby group and resource centre for all campus child care agencies.

To create public awareness of the range and variety of child care needs in the Illawarra, in December the Parents Club held a weekend regional child care conference, which was highly successful, despite the small number of people attending. From this, a regional committee for community child care has been formed.

GEOGRAPHICAL SOCIETY

President: Ms Lois Sparkes (till November); Mr. John Bywater (from November)

Activities during 1977 included a highly successful 10-day trip to Central Australia, a series of guest lectures, a popular and enjoyable Annual Dinner and Annual Staff vs. Students Soccer Match.

The guest speakers who delivered papers at our monthly meetings were:- Dr. J. Jennings (ANU), Dr. J. Bowler (ANU), Dr. R. Fagan (Macquarie), Professor B. Garner (NSW), Professor M.G.A. Wilson (Wollongong) and Professor E. Woolmington (Duntroon).

Perhaps the highlight of the year was the Geographical Society's affiliation with the University Union and resultant grant of funds from the Clubs and Societies Budget. These funds will enable the Society to undertake a very much broader range of activities and to purchase essential camping and field equipment. One major and several minor field trips as well as several social functions are planned for 1978 and members are assured of a very much revitalised 'new look' Geographical Society.

GENERAL

As members will note from this report, 1977 was a year of consolidation and significant progress, particularly with regard to our general financial position. The credit for this, and for the continuing efficient functioning and development of our Union in general, is due in no small measure to the consistent hard work and dedication of each and every member of the Union staff throughout the year. On behalf of all members, our debt to the staff is gratefully acknowledged.

We look forward to the remainder of 1978 as a year of challenge and potential with prospects of increasing support and participation of members. The recent provision of substantial funds by the University will enable further development of facilities and amenities during the year ahead. These include the provision of air-conditioning, increased bar and bistro areas, and the construction of a colonnade round the Union Hall. In addition the building of two extra squash courts and a sauna adjoining the existing courts was approved. These will be financed by the Sports Association repaying an interest-free loan from the University over eight years. This ongoing development reflects some of the vitality and enthusiasm that is characteristic of this young University and its unique Union. Your active support in sustaining the momentum of progress is earnestly requested.

On behalf of the Board,

JOHN ROACH
Chairperson

21st March 1978

THE UNIVERSITY OF WOLLONGONG UNION

C O N S T I T U T I O N

Preamble

1. There shall be a University of Wollongong Union which shall be an integral part of the University of Wollongong, subject to its Act, Regulations, By-laws and Resolutions of its Council.

Objects

2. The objects of the Union shall be:
 - (a) to create opportunities to encourage the development of social and intellectual intercourse between members of the Union;
 - (b) to provide premises and other amenities which shall be the common meeting ground and social centre for members of the Union;
 - (c) to provide facilities for the refreshment, entertainment, recreation and convenience of members of the Union;
 - (d) to provide facilities for the use of the Council as the Council may require;
 - (e) to secure the co-operation of members of the Union in furthering the interests of the University; and
 - (f) generally to organize and direct such activities as may be deemed appropriate for giving expression to the interests of members of the Union, or for carrying out any of the objects aforesaid.

Membership

- 3.1. The following shall be eligible for membership of the Union:
 - (a) members of the University;
 - (b) such other person or persons as may be recommended by the Board and agreed by the Council and shall become members on payment of the prescribed subscription.
- 3.2. Notwithstanding the generality of clause 3.1. all persons employed by the University, other than those who are registered students, shall *ipso facto* become members of the Union for the period of such employment. It shall be the responsibility of the Vice-Chancellor to provide the Secretary-Manager with a nominal roll of all such employed persons and to keep the roll up-to-date by amendment regularly.
- 3.3. Honorary membership of the Union may be conferred on such persons as the Board may recommend and the Council approve.
- 3.4. Life membership of the Union may be conferred on such persons or classes of persons and on such conditions as the Board may recommend and the Council approve.

Subscriptions

4. A subscription shall be paid in such sum or sums for varying groups of members as the Council may determine on the recommendation of the Board from time to time.

Secretary-Manager

5. There shall be a Secretary-Manager of the Union who shall be chief executive officer of the Board. The Secretary-Manager shall be appointed by the Council. The Secretary-Manager on appointment shall become an officer of the University, a member of the Union and a member of the Board. The Council will invite the Chairperson of the Union to participate in the selection procedure for the Secretary-Manager.

Union Board

- 6.1. The Board shall consist of fifteen persons who shall be members or life members of the Union, as follows:
 - (a) four persons, at least one of whom is a member of Council, nominated by Council and who shall serve for one year from the first Board meeting in September each year;
 - (b) ten persons elected by the members and life members of the Union for a period of two years such that five persons are elected each year;
 - (c) the Secretary-Manager.
- 6.2. The elections to fill the positions created by Clause 6.1.(b) above shall be held annually and during the academic year not earlier than the third Tuesday in August and not later than the second Tuesday in September in accordance with a procedure to be prescribed by the Board. The Secretary-Manager shall be the returning officer. The Board's annual term of office shall run from the Board meeting next succeeding these annual elections at which it shall be deemed to be fully reconstituted, until the corresponding Board meeting a year later.

Provisions Relating to Board Membership

- 7.1. The Office of a member of the Board shall be deemed to have been vacated if such member:
 - (a) dies, or
 - (b) resigns office by writing addressed to the Chairperson, or
 - (c) is absent from three consecutive meetings of the Board without the leave of the Board, or
 - (d) is convicted of a felony.
- 7.2. If a vacancy occurs in respect of a person appointed under Clauses 6.1.(a) or 6.1.(c) the vacancy shall be filled by the Council. If a vacancy occurs in respect of a person elected in accordance with Clause 6.1.(b) an election shall be held for a replacement within 14 days of the Board declaring the vacancy to occur provided that if there is less than 21 days between the declaration and the end of the then existing academic session or term the election shall be held not less than 14 days nor more than 21 days after the commencement of the next academic session or term. And provided further that if the vacancy is declared during an academic recess

7.2.(Cont.)

or vacation the election shall be held not less than 14 days nor more than 21 days after the commencement of the next academic session or term.

7.3.The Board may act notwithstanding any vacancy in its membership.

7.4.Board members elected or nominated shall continue in office until their successors shall have been elected or nominated.

Chairperson and Deputy Chairperson

8.1.The Board shall at its first meeting after being fully re-constituted each year, and in the event of a vacancy occurring as soon as practicable after the occurrence of such vacancy, elect from its members a chairperson and deputy chairperson.

8.2.Eight members of the Board (one of whom shall be the Chairperson or Deputy Chairperson) at any duly convened meeting of the Board shall form a quorum.

Chairperson's Casting Vote

9. The person being chairperson or acting as such shall have a vote and, in the event of an equality of votes, shall have a casting vote.

Honorary Secretary and Honorary Treasurer

10. The Board shall elect from its members or at its discretion may co-opt such person or persons as it may deem fit to be Honorary Secretary and or Honorary Treasurer. No co-opted office-bearer shall have a right to vote.

Auditors

11. The Board shall appoint annually a legally qualified Auditor or Auditors.

Duties of Board

12. The Board shall:

- (a) meet not less than six times per annum; and
- (b) cause proper accounts to be kept and audited; and
- (c) make an annual report to the Council on the control and management of the Union, on its annual accounts, and on any other matter which in its opinion should be reported upon as touching the interests of the Union, and present an audited statement of accounts and an audited balance sheet. Copies thereof shall be made available to members at the office of the Union seven days prior to the annual general meeting each year.

Powers of Board re Property etc.

13. The Board shall have power to acquire and dispose of property; to expend moneys and to invest moneys in trustee investments and permanent building societies; to borrow on assets and on the security of future revenue; to enter into contracts; and generally shall have the control of the affairs, concerns and property of the Union, except that where the Board wishes to dispose of real property, or to borrow money such action shall require the prior approval of the Board.

Employees of Board

14. The Board may appoint or dismiss servants or employees necessary or desirable for the management control or maintenance of the Union.

Finance Committee

15. The Board may appoint from its members a Finance Committee consisting of the Chairperson, the Deputy Chairperson, the officer appointed under 6.1.(c), and the Honorary Treasurer. Such committee shall, subject to the direction and control of the Board, have the management of the financial affairs of the Union. Two members thereof shall form a quorum.

Power to Affiliate

16. The Board shall have power to affiliate any society, association or organization of graduates, undergraduates, or staff of the University on such conditions as seem fit to the Board.

General Meetings

- 17.1. A general meeting of the members of the Union shall be held not later than the end of the seventh week of each academic year. The annual report and audited balance sheet shall be made available to members not less than seven days before this meeting and shall be presented by the Board at this meeting. Other general meetings shall be held at such times (except during vacations) as may be determined by the Board or in accordance with Clause 17.2. Not less than fourteen days notice shall be given of all general meetings and of the nature of the business to be transacted thereat; such notice shall be given by advertisement on the notice board of the Union and in such other manner as the Board may determine. A quorum at a general meeting shall be not less than twenty-one members or life members. A general meeting may consider any matter relating to the Union and make representations to the Board on any such matter which shall be considered by the Board at its next meeting.

General Meetings (cont.)

- 17.2. Upon receipt of a typewritten request, signed by not less than twenty members of the Union, for a general meeting to be held, (such request to state the motion to be considered and to include the manuscript signatures against the typewritten names of those requesting the general meeting); the Secretary-Manager shall proceed as follows:
- (a) inform members of the Board of the request and of its details;
 - (b) convene a general meeting within four weeks of the receipt of the request to consider the motions.
- 17.3. A general meeting of members may make recommendations to the Board which shall be considered at the next Board meeting.

Breaches of Rules

18. The Board shall have power to call upon any member of the Union who has been responsible for damage to any property of the Union or over which the Union has the management or control or who has committed a breach of the Rules to explain such conduct. If no satisfactory explanation be given within 14 days of that person being called upon to do so, the Board may direct that one or more of the following actions be taken:
- (a) that such member be denied the privileges of membership and access to any or all the facilities of the Union for such time as the Board may think fit;
 - (b) that such member meet the cost of repair or replacement of the property damaged;
 - (c) that details of the matter be transmitted to the Vice-Chancellor.

Termination of Membership

19. The Board shall have power to terminate the membership of any member of the Union whose subscription is more than three months in arrears.

Budget

20. The Board shall prepare and submit annually to the Council for approval a budget covering its operations for the coming financial year. The Board shall not depart from this approved budget in the conduct of its affairs without approval of the Council.

Amendments and Additions to the Constitution

21. Upon the recommendations of the Board, amendments and additions to the Constitution shall be submitted to Council for approval after being approved by a two-thirds majority of a general meeting of Union members.

