

SWINBURNE STUDENT UNION CLUBS AND SOCIETIES REGULATIONS

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Part I – Clubs Council

1) Membership

- a) The members of the Clubs Council are:
 - i) The Executive Officer
 - ii) The Clubs and Activities Officer
 - iii) The President
 - iv) The General Secretary
 - v) The Education Officer
 - vi) The Welfare Officer
 - vii) The President of each affiliated club

2) Responsibilities and Powers

- a) The Clubs and Societies Council is responsible for the management of all Clubs and Societies services provided by the Union
- b) The Clubs and Societies Council also has specific responsibility:
 - i) For recommending policy relating to Clubs and Societies to Council
 - ii) For affiliating Clubs and Societies to the Union

- iii) For processing grants requested by Clubs and Societies
- iv) To discuss and resolve all Clubs and Societies related issues
- v) A general meeting of the Council may by resolution direct the Clubs and Societies Council on any matter within its responsibilities and powers

3) Meetings

- a) The Clubs and Societies Council should meet at least 4 times a Semester and at least once during the Winter and Summer Semesters.
- b) The Clubs and Activities Officer is entitled to Chair meetings of the Clubs and Societies Council
- c) Quorum for meetings of the Clubs and Societies Council shall consist of:
 - i) Four members or a quarter of the members of the Clubs and Societies Council whichever is the larger
 - ii) At least one of the following:
 - (1) The Clubs and Activities officer
 - (2) The President, or
 - (3) The General Secretary
- d) If the President is unable to attend, they may nominate another office bearer or club member as a delegate in their stead
- e) A lack of attendance at three Clubs Council meetings by a Club President or nominee without apology, with a maximum of three apologies will result in a review of the clubs funding and affiliation with the Union

Part II – Affiliation

4) Minimum Requirements

- a) A new club must be significantly different from any pre-existing clubs
- b) A club must have a minimum membership of 10 currently enrolled students or Swinburne Union members
- c) Membership of the club must be open to all Swinburne students and Union members
- d) All office bearers must be currently enrolled Swinburne students
- e) A new clubs membership list must not be predominately similar to that of another club which has unresolved issues or financial matters with the Union

5) Membership

- a) Any Swinburne student and Union member can join a club
- b) To affiliate a club you must have 10 members who are currently enrolled Swinburne students
- c) Clubs fees and payment of membership fees, if charged must be recorded on the membership list
- d) Clubs cannot discriminate membership on the grounds of gender, religion, sexuality, disability and/or ethnicity
- e) Refusing entry to, or, exclusion from, a religious club based off a person having a different religious belief to that which the religious club practices does not classify as discrimination.

6) Inaugural General Meeting

- a)** To establish a club you need to hold an Inaugural General Meeting (IGM). Additionally office bearers and affiliation details are confirmed.
- b)** The Clubs and Activities Officer of the Student Union should be informed of the date so they can possibly attend and also advertise the IGM through the Student Union media channels
- c)** The IGM meeting needs to be advertised around campus and any other club communication tools at least 5 working days prior to the event
- d)** The IGM must take place on the premises of a Swinburne campus on an academic day
- e)** The IGM needs to:
 - i)** Establish the Club's Constitution, it is recommended but not mandatory to follow the Model Constitution,
 - ii)** Elect the office bearers including at least the President, Vice-President, Secretary and Treasurer.
 - (1)** Only Swinburne students can be office bearers
 - (2)** All students at the IGM can nominate for and vote for office bearers so long as they have filled out the membership and paid their membership fee, if any.
 - iii)** Set the purpose of the Club and at least 3 separate objectives. The purpose and objectives must be substantially different to another club or it may not be affiliated
 - iv)** Complete the Club Affiliation Form

7) Affiliation

- a)** As soon as possible after the IGM, the President of the newly established club needs to give to the Clubs and Activities Officer the Club's:
 - i)** Constitution
 - ii)** Membership List
 - iii)** Minutes from the IGM in both a soft and hard copy
 - iv)** The completed Club Affiliation Form
- b)** If all the paperwork is in order the Clubs and Activities Officer will present the club for Affiliation at the next Clubs and Activities Council, it is recommended the President or representative of the club try to attend this meeting.
- c)** The Club President will be notified as soon as affiliation has been approved.

8) Restrictions

- a)** The Clubs Council will not affiliate any club which:
 - i)** Is a lobby group whose activities and organisational base are primarily off campus
 - ii)** Has aims and objectives of a militaristic nature or promote discrimination, of a racial, religious or sexual nature.
 - iii)** As a club is militaristic or racially, religiously or sexually discriminatory
 - iv)** Has aims and objectives which are the same or similar to any existing affiliated or registered club.
 - v)** Trades for profit as its major activity

Part III – Meetings

9) Annual General Meetings

- a) The Annual General Meeting should take just prior to a clubs re-affiliation with the Student Union, the re-affiliation deadline is census date of Semester 1
- b) Some items that should be covered in the AGM include:
 - i) The Club's annual report. This should cover the club's activities for the past year, the clubs financial status, etc.
 - ii) The Club should elect office bearers for the following year, typically office bearers are elected for a full year-term.
 - iii) A review of the clubs constitution, aim and objectives if applicable
 - iv) The Club's plans for the coming year or years
 - v) The Previous AGM minutes need to be confirmed
- c) Notice of the AGM should be made at least 5 working days before AGM is set to take place, the Clubs and Activities Officer needs to be notified to ensure any Union communication channels are utilised. Additionally the club needs to notify all members via email and utilise all of its communication channels to ensure members and interested individuals are made properly aware of the AGM

10) Committee Meetings

- a) The secretary is responsible for providing adequate notice to all office bearers and relevant individuals for committee meetings in addition to producing the agenda in consultation with the president and writing minutes for the meetings
- b) All committee meetings should follow typical Standing Orders where possible to ensure the meetings progress appropriately
- c) It is recommended that committee meetings take place at least every two months

Part IV – Re-Affiliation

11) Re-Affiliation

- a) Clubs are affiliated until the census date of Semester 1 of the year following their last affiliation or re-affiliation
- b) Clubs must have held their AGM in order to re-affiliate
- c) In order to continue the club and maintain the accounts all clubs must be re-affiliated by the census date of Semester 1, the last date to re-affiliate will be the final Clubs and Societies Council meeting held before census date
- d) Should a club re-affiliate after the census date in Semester 1, the Clubs and Activities Council will decide if any remaining funds that were in the club accounts when it was previously affiliated shall be returned to the club account
- e) If a club is unable to meet the requirements for re-affiliation by the census date it is able to apply for an extension to the Clubs Council but this application process must take place before the census date
- f) To Re-affiliate the club needs to submit to the Clubs and Activities Officer which will then be put to the Clubs and Societies Council, the minutes from the AGM, both a soft and hard copy, and any updated versions of the original club documents:
 - i) Constitution

- ii) The membership list for that year
- iii) The re-affiliation form including office bearers

Part V – Membership

12) Office Bearers

- a) All office bearers must be current students
- b) President
 - i) The President is the Chairperson and manager of the club.
 - ii) The President presides over committee, general and annual general meetings
 - iii) The President oversees and co-ordinates the activities and administration of the club
 - iv) The President is responsible for ensuring the elected office bearers perform their duties
 - v) The President should not only be aware of but also ensure the constitution, club regulations and rules of the Student Union relating to clubs are always adhered to by the club, its office bearers and members
 - vi) The President fulfils all other duties necessary for the running of the club are performed through delegation or doing them themselves.
 - vii) The President is responsible for ensuring attendance at Clubs Council meetings
- c) Vice-President
 - i) The Vice-President acts in a supportive role for the President and is the second in command
 - ii) If the President is unavailable for any matter, the Vice-President will take over the running of the club and fulfil presidential duties as they arise
 - iii) The Vice-President acts as deputy chairperson for committee, general and annual general meetings
 - iv) The Vice-President fulfils all other duties necessary for the running of the club are performed through delegation or doing them themselves.
- d) Secretary
 - i) The Secretary is responsible for the administration of the club
 - ii) The Secretary's primary role is to organise meetings, prepare the agenda, write minutes and to co-ordinate and ensure any related to correspondence and paperwork is organised.
 - iii) The Secretary is also responsible for ensuring that the membership list is kept up to date
- e) Treasurer
 - i) The Treasurer is responsible for all financial matters of the club and manages the clubs bank account with the Student Union
 - ii) The Treasurer needs to ensure that all membership fees (if applicable) are collected and deposited in the club account
 - iii) The Treasurer is responsible for ensuring all club expenditure is spent in accordance with the clubs aims and objectives
 - iv) The Treasurer needs to ensure all receipts are kept and held on to and ensure that all funds spent are recorded and accounted for

- v) Alongside the President is responsible in the club for grant applications
- f) The club may at committee meetings, general, inaugural or annual general meetings elect other positions and office bearers to these positions as it sees fit for the purpose of their club

13) General Members

- a) All members of a club must be either Swinburne students or Swinburne Student Union members with exception to subclause 11 (b)
- b) Sports Clubs are able to include members who are neither Swinburne students nor Swinburne Student Union members however the office bearers must all be students as per subclause 10 (a)
- c) When members join a club they agree to support the purpose and objectives of the club

14) Member Expulsion

- a) A club can only expel a member at a properly constituted general meeting of the club
- b) A club must give at least ten academic days notice of the motion and reason to expel any member via mail to every member of the club and the Clubs Council
- c) True and accurate minutes of the general meeting at which the motion to expel the members was put must be sent to the Clubs Council via the Clubs and Activities Officer within fourteen days for approval
- d) The Clubs Council may overrule a motion to expel a member of an affiliated club

Part VI – Funding

15) Club Bank Account

- a) A Bank Account will be created by the Swinburne Student for each affiliated club.
- b) From the club, only the President and Treasurer will be able to access, be signatories and withdraw funds.
- c) The Swinburne Student Union will maintain access of the account to ensure financial responsibility.

16) Base Rate Funding

- a) Clubs are funded according to the number of paid members at the time of affiliation, when all affiliation paperwork is handed to the Clubs and Activities officer.
- b) To be eligible for funding according to paid members, clubs must charge a minimum of \$1 per member
- c) Base funding is deposited when a club's account is created after affiliated or at the date of re-affiliation
- d) Clubs that affiliated in Semester one will receive a second base funding amount at the beginning of Semester two (on submission of an updated membership list)
- e) Clubs will receive funding at the following rates per semester:

10-14	members	\$100
15-20	members	\$125
21-40	members	\$150
41-70	members	\$175
71-100	members	\$200

101+ members \$225

- f) Clubs with free membership will only be eligible for the base rate funding of \$100 whilst clubs charging fees will be eligible for the tiered funding system
- g) Clubs which affiliate later in each Semester may only be eligible for half the base funding rate, this will be decided by the Clubs and Activities Council.

17) Additional Funding

- a) Clubs are able to apply to the Clubs and Societies Council for additional funding for particular financial ventures that membership fees and club base funding cannot finance
- b) If the Clubs and Societies Council rejects a grant, the club can have the Student Union Council approve the grant at its next meeting
- c) The grant application needs to include specific details relating to the purpose of the grant:
 - i) If it relates to an event an event notice form needs to be attached
 - ii) Wherever possible quotes or invoices should be provided, for example for equipment, services, conference or attendance fees
 - iii) If necessary, specifics as to how this will be used for the purpose of the club should also be provided
- d) Grants of up until and including \$250 can be submitted to the Clubs and Activities Officer who will have the discretion in conjunction with the General Secretary to approve or reject the grant, rejected grants, unless due to poor paperwork will automatically go to the Clubs Council for additional review,
- e) Grants over \$250 will need to be submitted at least 5 business days before a Clubs Council meeting to allow for appropriate considering of the grant.
- f) Grant applications made outside semester time may take longer to process, please allow time for this.
- g) Major facilities and equipment purchases may be funded for clubs in total by the Student Union upon written submissions with quotes to the Student Union Council via the Clubs and Activities Officer. Prices for these should be the cheapest and all purchases under this category remain the property of the Student Union. This funding would be separate to all other funding and does not form part of the overall funding of a club.
- h) All membership fees, ticket sales and similar income to a club that is collected must be banked before it can be used by the club. This ensures there is a money trail and allows for proper accountability of both the club and the Student Union
- i) Anyone can deposit money into a club account, this could happen for a number of reasons including but not limited to fundraising, sponsorship, donations or ticket sales

Part VII – Club Records

18) Membership List

- a) At a minimum all club memberships should include; First Name, Last Name, student number (if applicable), preferred email, the date, a signature and fee paid (if applicable)
- b) It is recommended that all clubs have an electronic register of memberships due to simplicity of maintaining this register with new signups and fee payments
- c) As funding is based on membership each Semester, proper and accurate maintenance of this list is critical to funding

19) Additional Records

- a) To assist in the handover of the club and ensure accountability, many documents and records should be kept by the relevant office bearers:
 - i) Minutes of all club committee meetings and other meetings (Secretary)
 - ii) All financial transactions (Treasurer)
 - iii) All Receipts (Treasurer)
 - iv) Funding Applications (President and Treasurer)
 - v) Sponsorship Arrangements (President and Treasurer)
 - vi) All important correspondence between the Union, University and external organisations (Office Bearers)

Part VIII – Events

- 20) Clubs must fill in activity notification forms every time they organise an activity, this ensures the Union and Clubs and Activities Officer are aware of the activities of each club, additionally it allows for the Union to add events to an events calendar
- 21) The activity notification form should be handed to the Clubs and Activities Officer or Administrative Officer at the Hawthorn Campus at least two weeks prior to the event.
- 22) All clubs are expected to run at least 2 events each semester with 1 event expected to target the larger Swinburne community in order to engage the wider student population
- 23) For further recommendations about event co-ordination please look to the Club Event Guide

Part IX – Liability

- 24) If the club enters in to any agreement, either verbal or written, with any organisation outside Swinburne, the club needs to use the title of their club and cannot use ‘Swinburne Student Union Inc’. ‘Club name (SSU)’ is recommended.
- 25) The Student Union is not liable for any action a club or members of a club take off campus
- 26) Financial liability in the form of debts and other liabilities are also the responsibility of the office bearers of the club and not the Student Union
- 27) Part X – Liability Financial liability in the form of debts and other liabilities are also the responsibility of the office bearers of the club and not the Student Union

Part X – Constitution

- 28) The Constitution must contain:
 - a) The name of the club
 - b) The purpose and objectives of the club
 - c) A definition of membership criteria for the club
 - d) The formal decision making process or standing orders for the club
 - e) Provision for alterations and amendments to the Constitution
 - f) Provision for the notification and calling o annual general meetings, general meetings and executive meetings and the quorum required for the above meetings to be properly constituted, as well as the provision for the calling of the above meetings by ordinary members.
 - g) A list of executive positions in the club and the respective duties of the executive

- h) Provision for at least a president, vice-president, secretary and treasurer, all of whom must be full members and currently enrolled students whom will comprise the office bearers of the club and also create provision for the annual election of the office bearers at which only full members and currently enrolled students may vote
- 29) The President or Secretary must notify the Union or Clubs and Activities Officer in writing of any alterations or amendments to the club's constitution five academic days prior to the meeting at which such changes will be motioned and notice of the resolution must be forwarded within fourteen days to the Clubs and Activities Officer for Clubs Council to approve

Part IX – Discipline of Affiliated Clubs

- 30) Disciplinary action will be taken with any affiliated club which:
- a) Contravenes the regulations in this document
 - b) Breaches its own Constitution
 - c) Misappropriates funds
 - d) Does not adhere to its own purpose and objectives where possible
 - e) Fails to produce any club documentation when requested by the Clubs and Activities Officer or the Clubs Council
 - f) Damages, defaces or steals any property of the Student Union or the University
 - g) Encourages or participates in any criminal activity
 - h) Knowingly defaults on any debts due to the Student Union, the University or any outside organisation where the said organisation approaches the Student Union for payment
 - i) Allows its members to engage in sexual harassment, discrimination, criminal activity, etc.
- 31) Offenders will incur disciplinary procedures including one or all of the following, these can be set by the Clubs Council or Union Council with exception to subclause 32 (a) which can only be set by the Union Council
- a) Disaffiliation which may come into force immediately
 - b) Suspension of funding for a period of no greater than one Semester
 - c) Suspension of the use of Student Union facilities for a period of no greater than one Semester
 - d) Being designated 'on probation' for any period where any additional breach by the club will constitute immediate disaffiliation and withdrawal of funds
- 32) The decision to discipline a club will take effect:
- a) When the Clubs Council or Union Council deems that a club is in breach of all or any of section 31 (a)-(i) or of any part of these regulations
 - b) When the Student Union or Clubs Council is petitioned by at least fifty currently enrolled students of the University illustrating good cause for such action to be taken
- 33) Within five academic days or fourteen calendar days, whichever is the shorter, written notice of any proposed disciplinary action will be forwarded to the club in question by the Clubs and Activities Officer and the club will be invited to defend itself at the Clubs Council or other appropriate meeting at which the proposed action will be decided
- 34) Clubs will be informed in writing of any disciplinary action in force within five academic or fourteen calendar days, whichever is the shorter, from the date of the Clubs Council meeting at which such a decision comes into being

- 35) Every club has the right to appeal to the Student Union Council if it feels that any disciplinary action is unfair or unjust
- a) Any club which is disaffiliated as a result of disciplinary action may not re-apply for affiliation for a period of at least one semester, unless the Clubs Council deems a shorter period to be applicable

Part IX – Miscellaneous Regulations

- 36) Clubs should not enter into any financial dealings using the name of the Student Union, the University or Clubs Council and any such dealings will not be honoured by the above mentioned organisations
- 37) Clubs must not enter into any legal action which cannot be entirely funded from their own sources
- 38) Any property of clubs which has been purchased using funding from the Student Union will remain the property of the Student Union
- a) Should any club cease to be affiliated, all property as outlined in subclause 17 (g) will revert to the Student Union and be available for all students or as the Clubs Council sees fit
- 39) Should any club cease to exist, all its assets will be held for at least one year in trust by the Student Union which may in the future, if a club with similar or the same aims and objectives becomes affiliated, be transferred to the control of the new club
- 40) No club may deliberately maintain ongoing competition with any of the services currently provided by the Student Union
- 41) The Student Union, the Clubs and Activities Officer and the Clubs Council will treat all clubs equally and shall not allow special privileges to any club on the basis of membership size, age or tradition

Part XI – Definitions

- 42) **For the purposes of these regulations:**
- a) Swinburne Student Union Inc. shall be referred to as the ‘Swinburne Student Union’, ‘Student Union’ or ‘Union’.
- b) Swinburne University of Technology shall be referred to as the ‘University’.
- c) Swinburne Student Union Inc. Council shall be referred to as the ‘Council’.
- d) Swinburne Student Union Inc. Clubs Council shall be referred to as the ‘Clubs Council’.
- a) Swinburne Student Union clubs and societies shall be collectively referred to as ‘clubs’.