University of Melbourne Student Union

Meeting of the Clubs & Societies Committee

Special Meeting Minutes 1

2 pm Thursday July 23, 2026

Special Meeting 1/26

Location:
Room G02, Sidney Myer Asia Centre and Zoom (details available on request)

Petition to hold a Special Meeting at 2 pm Thursday July 23 to complete the Agenda from Meeting 12, and to waive Notice requirements.
Petitioned by Roger Cao, Meiqi Liu, Joshua sSolomon, Yunyi Chan
Meeting opened at 2:08pm

1. Procedural Matters

1.1. Election of Chair

Procedural Motion 1: To elect Seamus Donnellan as chair.
Mover: Seamus Donnellan Seconder: Meiqi
CWD

1.2. Acknowledgement of Indigenous Owners

Seamus Acknowledged.

1.3. Attendance

Melanie Gunton, Fiona Sanders, Alex Gwynn, Seamus Donnellan, Meiqi Liu, Yunyi Chan, Joshua Solomon, Maximilian Mckenzie Fitzpatrick, Roger Cao

1.4. Grant speaking rights to Coordinator (Standing Order 21.2)

Procedural Motion 2: To grant to Fiona Sanders and Melanie Gunton Speaking Rights under Standing Order 21.2
Mover: Seamus Donnellan
CWD

1.5. Apologies

Roger Cao

1.6. Proxies

None.

1.7. Adoption of Agenda

Procedural Motion 3: To adopt the agenda as presented
Mover: Seamus Donnellan
CWD

2. Conflicts of interest

Name	Conflicts of Interest declared

Tarish Kadam	Language Exchange Club
Joshua Solomon	Society for Transportation Enthusiasts at Melbourne, Furry Society
Maximilian Mckenzie Fitzpatrick	Film Society, Pirates
Lucia Flynn	Arts Students Society
Meiqi Liu	Drawing and Painting Club
Yifan (Roger) Cao	Student Institution of Mihoyo Players
Yunyi Chan	Hispanic Culture and Language Society, Language Exchange, Habitat for Humanity, Chocolate Lovers Society
Alex Gwynn	Swifties' Society (Taylor's Version)
Seamus Donnellan	Beer and Cider Society

3. Matters arising from the previous minutes

3.1. Appeals

3.1.1. 27770

Incomplete food plan (missing SFH declaration), club appealed.

Committee had no appetite to change their decision.

3.1.2. 27968

Executive was part of another club on SFH list but name was spelt incorrectly so staff couldn't find when searched.

Motion 1: To rescind the rejection and approve 27968

Mover: Roger Cao Seconder: Joshua Solomon

3 for 1 abst

Carried

3.1.3. 27966

The SFH was incomplete. Due to a misunderstanding, the committee agreed the grant should be approved.

Motion 2: To rescind rejection and approve 17966

Mover: Meiqi Liu Seconder: Yunyi Chan

CWD

3.2. VCA Music Theatre Society

Have asked to put in grants to reimburse members for PLI due to misunderstanding of requirements.

Max notes that the cub did not do this out of malice and due to a misunderstanding.

Roger arrived at 2:29pm.

The committee allows the club to put in grant and will discuss the details of reimbursement later. Melanie to find out how much the club has spent.

3.3. Rock and Metal Society Event

Already provided CoC and grant approved.

No action.

3.4. Policy & Regulation

3.4.1. Activities

Fiona has created a policy on how to review three activities instead of two. The change is to impose the same penalties to one and two events.

Motion 3: To amend the activity reporting policy.
Mover: Joshua Solomon Seconder: Yunyi Chan
4 for, 1 abst
Carried

3.4.1.1. Post GM

Seamus asks about the appetite for counting a post GM event. He notes that it is an incentive for attendance at the club's AGM. Josh has a conflict of interest. Fiona says it's not articulated in the policy. If there is a separate attendance list, it is considered acceptable. Amend the policy to make it clear. Max doesn't think they should count as he does not believe it is in the spirit of moving towards 3 events.

Motion 4: To disallow events after general meetings to be counted towards activity reporting. To define that, it's an event that occurs right before or after the agm (the whole day 12am-11:59pm)
Mover: Max Fitzpatrick Seconder: Meiqi Liu
2 for, 2 against, 1 abst
Failed

3.4.1.2. Joint event

Josh notes that he thinks it's odd that joint events with other university clubs count as a solo event, but ones with UMSU clubs don't. Alex explains it's about the University of Melbourne student membership attendance. Roger thinks maybe a cap would work, like 1 joint event counting towards activity reporting. Meiqi thinks it could complicate things, potentially leading to a lot of additional staffing resources being used. Fiona notes that the Regulations say the joint grants are excluded. Fiona notes the complexity of how to count the members in the case of a joint grant. Committee debates whether this overcomplicates things or if they have an appetite for this.

Defer for further discussion. Staff to create a regulation.

3.4.2. GM Standing Orders

Josh notes there are specific discussion points but apart from that it's complete. Josh reminds everyone that the policy is setting standing orders for general meetings and it is a document that is not binding but gives clear instructions to clubs about how a general meeting should be conducted.

2.3 Meetings must be held on an academic day (9am-5pm).

Max would like it amended to say 6 or 7pm as people have classes and work as late as 5pm. Committee agrees that is should be increased to 6pm.

10 minute break after 2 hours of continuous meeting

Yunyi feels like they don't generally go for 2 hours and is concerned that the club may struggle to maintain quorum and order within the meeting after the break. Max believes it should remain unchanged. Alex says it should be left to individual clubs to decide.

Alex left at 3:19pm.

Josh notes they should change the word "*must*" to "*should*". Seamus proposes a new document to help clubs run more efficient and quorate meetings, one that lists best practises and suggestions on running better Meetings. Fiona suggests a separate section in the same document detailing procedure. Melanie suggests that this document could be attached to the general meeting template. Seamus says if it is not an enforceable clause or policy, it shouldn't be included in the standing orders document. Max says enforceable and suggested procedures should be demarked as such.

The committee agree it needs a bit of reworking.

Alex came back at 3:29pm.

3.5 quorum within 30 minutes of losing quorum rule.

No way to police clubs losing quorum during their meeting. Yunyi says 3.5 is only needed if clubs are required to have a 10 minute break. Max thinks they should keep and it and put it in the regulations. Max thinks this should be revisited.

2.3. Unanimous support for increase in Meeting time to 6pm

2.6. It should say "should" instead of "must"

3.5. Four committee members did not want provision

6.5-6.9 Committee is in favour, may be for a best practices document.

8.6 Committee agrees it might be more effective as a Regulation. Fiona suggested to amend the Regulations '*clubs must provide their constitution on request*' to also include minutes.

12.3 Committee discuss whether the 24 hours is needed. Maybe it should go in the Regulation if the Committee pursues it. Committee considers its appropriateness for best-practises document.

Motion 5: That an Office Bearer can attend a general meeting in an official capacity with 24 hours notice given to the club, as outlined in 12.3 of the presented standing orders document

Mover: Max McKenzie Fitzpatrick Seconder: Meiqi Liu

2 against 1 for 2 abst

Lost

Motion 6: That the committee supports 12.3 from the standing orders document, excluding the requirement for 24 hours of notice

Mover: Joshua Solomon Seconder: Roger Cao

CWD

Working Groups Seconder: Subcommittees

3.4.3. Tiers Working Group

Seamus says he will sit down with Fiona and iron out technical things. They will come up with a basic structure of tiers to ensure compatibility with staffing realities, and bring it to the Working Group to get advice and feedback on the provisions of each tier.

Procedural Motion 4: To suspend standing orders to discuss Alex Gwynn's business

Mover: Seamus Donnellan

CWD

Alex needs to move money for awards night.

Motion 7: To pass $8095, approved in the budget at the beginning of the year for awards night. Catering, AVM costs. From the events General Line 03-60-605-3840

Mover: Alex Gwynn Seconder: Yunyi Chan

CWD

Motion 8: To approve $8000 for training and development from the budget line Programs (General) 03-60-605-3839 for the purpose of SFH and RSA training.

Mover: Alex Gwynn Seconder: Yunyi Chan

CWD

Break at 4:01pm for 10 minutes

Meeting resumed at 4:15pm

3.5. Grants Procedure

To support this, the committee need to look at how they do approvals, especially conditional approvals, in order to be consistent across different grant periods. A new SFH system has also been rolled out for club executives.

3.6. Grant Precedents

Fiona tells Josh that a precedent was set at the beginning of the term and that he has some incorrect assumptions about prior precedents.

Grant Category Proposal

Defer

3.7. Application for Payments

Nothing to discuss.

3.8. Referred General Meetings

Motion 9: To direct AIESEC in Melbourne to hold SGM

Mover: Meiqi Liu Seconder: Roger Cao

CWD

Motion 10: To accept AIESEC AGM held on 12/03/2026

Mover: Josh Solomon Seconder: Roger Cao

CWD

Motion 11: To direct Lost and Refound to submit a statutory declaration for when the meeting opened (if they had a quorum) and dates on cash flow deadline before the next Meeting of the Clubs and Societies Committee

Mover: Yunyi Chan Seconder: Roger

CWD

Defer and double check with Lauren

Sri Lankan Students Association – Double check with Kay

Global Consulting Group

Motion 12: To accept Global Consulting Group AGM held on 13/03/2026

Mover: Joshua Soloman Seconder: Meiqi Liu

CWD

Catholic Society

Motion 13: To accept Catholic Society AGM held on 18/03/2026

Mover: Roger Cao Seconder: Max Fitzpatrick

CWD

Urban Collective

It appears there was just a mistake in the headers.

Motion 14: To accept Urban Collective AGM held on 18/03/2026 and direct the club to fix the dates on cash flow

Mover: Meiqi Liu Seconder: Joshua Soloman

CWD

Asia Australia Youth Association

Motion 15: To accept Asia-Australia Youth Association AGM held on 20/04/2026

Mover: Roger Cao Seconder: Meiqi Liu

CWD

The club did not give timely notice of the general meeting.

Petition to put Asia-Australia Youth Association on probation for 12 months under 6.2.1. (5.2.b.i)

Petitioned by Roger Cao, Max Fitzpatrick

Postgrad Environment Network

Didn't circulate the amendments beforehand. Fiona clarifies it was actually in the agenda.

Motion 16: To accept Postgrad Environment Network AGM held on 06/05/2026

Mover: Joshua Soloman Seconder: Max Fitzpatrick

CWD

UNIT discussed last meeting

Environmental Engineers Society

Motion 17: To accept Environmental Engineers Society SGM held on 01/04/2026
Mover: Meiqi Liu Seconder: Max Fitzpatrick
CWD

Cubing Club and Pacific Islanders

Motion 18: To reject General Meetings of Cubing Club and Pacific Island Student Association en bloc
Mover: Max Fitzpatrick Seconder: Roger Cao
CWD

3.9. Policy

3.9.1. Equipment Hire

The info centre doesn't exist anymore and the equipment is now on level 4. The policy is updating the procedure.

Motion 19: To adopt circulated Equipment Hire policy
Mover: Joshua Soloman Seconder: Roger Cao
CWD

3.9.2. Asset Disposal

Updated to contemplate the $200 in the regulations

Motion 20: To adopt circulated Asset Disposal policy
Mover: Roger Cao Seconder: Yunyi Chan
CWD

3.9.3. C&S Election Regulations

Fiona tells the committee that the Department has been discussing how best to deal with grievances for quite some time. She explains that this no longer reflects trauma informed practices for people who have been sexually or psychologically harmed, or bullied. A new code for sexual safety and our requirement to have better mechanisms to deal with these matters. Fiona explains a new zero-tolerance approach that has been explored, which could include impeachment for executives, as well as club membership termination on receipt of serious allegations.

3.10. Ida Bar Monday Collab and Grants

Defer

4. Next Meeting

5. Close Meeting closed at 5:02pm