

UMSU Clubs and Societies Regulations

Adopted 22 February 2006

Amended 10 October 2006
Amended 23 April 2007
Amended 1 May 2007
Amended 28 May 2007
Amended 20 August 2007
Amended 17 October 2007
Amended 18 March 2008
Amended 13 May 2008
Amended 2 September 2008
Amended 14 October 2008
Amended 29 October 2008
Amended 6 March 2009
Amended 16 October 2009
Amended 18 February 2010
Amended 3 August 2010
Amended 5 April 2011
Amended 16 August 2011
Amended 30 January 2012

Amended 29 August 2012
Amended 23 November 2012
Amended 9 April 2013
Amended 6 June 2013
Amended 17 December 2013
Amended 20 December 2013
Amended 1 April 2014
Amended 28 October 2014
Amended 15 December 2014
Amended 28 April 2015
Amended 1 September 2015
Amended 12 November 2015
Amended 30 November 2016
Amended 4 December 2017
Amended 22 January 2018
Amended 5 October 2018
Amended 7 April 2021

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Clubs and Societies Regulations

1. Introduction

- a. For the purposes of these Regulations, clubs and societies are referred to collectively as 'clubs'. These Regulations detail the rules that govern affiliated clubs. All clubs and societies operate within the legal framework of the Clubs and Societies (C&S) Regulations, and the C&S Officer(s) and committee need to be familiar with them.
- b. These regulations are subject to the UMSU Incorporated (UMSU) Constitution.
- c. These regulations are binding on affiliated clubs, the C&S Officer(s), C&S Staff and the C&S Council and Committee, who shall treat all clubs and club members equitably, without regard to race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political, religious or ideological conviction, or national or social origin.
- d. No club may promote violence and/or hatred through militarism and/or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political, religious or ideological conviction, or national or social origin. This policy is implemented in all aspects of these Regulations. Any club deemed to have engaged in such behavior by the C&S Officer(s), Council or Committee may be subject to disciplinary action outlined in *Regulation 6*.
- e. In these Regulations, Standard Constitution and club Constitutions 'Academic Day' means an Academic Day in the teaching period of Semester 1 and Semester 2 according to the University Calendar.
- f. The C&S Committee shall have power to interpret these Regulations.
- g. All correspondence and documents submitted to the C&S Office shall be in English.
- h. In these Regulations a decision made 'by motion' is a decision made by a motion made in a quorate meeting of the committee or club and carried by a majority of the voting members present.

2. Clubs and Societies Governance Structure

The following has been extracted from the UMSU Constitution C 138 to 145, with the exception of *Regulations 2.1.1.(d), 2.2.1.(d), 2.2.2, 2.2.3.(g), 2.4.c&d and 2.5* which are not detailed in the Constitution.

2.1 Clubs and Societies Council

There shall be a Clubs and Societies Council.

2.1.1. The Clubs and Societies Council:

- a. shall elect the Clubs and Societies Committee, and fill casual vacancies in its number; and
- b. may remove the Clubs and Societies Committee in accordance with the Constitution.
- c. The Clubs and Societies Council must meet at least once each Semester.
- d. A minimum of five academic days' notice shall be given to club Presidents to convene a meeting of the C&S Council.

2.1.2. Composition of the Clubs and Societies Council

- a. The Clubs and Societies Council will consist of one representative of each club and society affiliated with UMSU, as a voting member.
- b. If no representative is nominated, the president, convener or equivalent of a club or society will be that representative, unless that person is already the representative of another club or society.
- c. No person may be appointed as the representative of more than one club or society at any one time.

2.2 Clubs and Societies Committee

2.2.1. The Clubs and Societies Committee consists of:

- a. Seven voting members elected by and from the Clubs and Societies Council, at least 3 of who must be women. If there are not at least three candidates who are women, those places not filled by women may be filled by other candidates;
- b. the Clubs and Societies Officer(s) as non-voting member(s); and
- c. not more than three members co-opted by the Clubs and Societies Committee.
- d. The Committee must not contain more than one member from the executive of any one club.

2.2.2. Election of the Clubs and Societies Committee

- a. The C&S Committee will be elected by the C&S Council annually, in October.
- b. The term of office of C&S Committee members will be 12 months commencing the December following their election.
- c. The Returning Officer for the UMSU Annual General Election, as appointed by the Electoral Tribunal, shall conduct the election of the C&S Committee.
- d. Nominations will be opened at the C&S Council Meeting to those members of the Council that attend the meeting.
- e. No proxy voting will be permitted.
- f. All nominees must declare which club executives they are on during their nomination speech.
- g. The procedures for the conduct of the election shall be as in Appendix 2.

2.2.3. The Clubs and Societies Committee shall, in accordance with Policies and Procedures determined by the Students' Council:

- a. affiliate clubs and societies with UMSU. The Clubs and Societies Committee may not affiliate a club or society, or permit a club or society to remain affiliated if its activities are not consistent with the Purposes of UMSU;
- b. administer funding of, and grants to, clubs and societies;
- c. review the financial operation of clubs and societies;
- d. provide an opportunity for conciliation of disputes;
- e. consider, and where appropriate take action on, allegations of misconduct on the part of an affiliated club or society; and
- f. recommend Regulations to the Students' Council.
- g. Any decisions of the C&S Officer(s) or Staff can be appealed to the Committee.

2.2.4. Dismissal of the Clubs & Societies Committee

- a. If a petition requesting the dismissal of the members of the Clubs and Societies Committee, signed by:
 - i. at least twenty members of the Clubs and Societies Council; or
 - ii. twenty per cent of the members of the Clubs and Societies Council, (whichever is the lesser),is delivered to the General Secretary of UMSU, the General Secretary must call a meeting of the Clubs and Societies Council.
- b. The meeting must be held not later than the fourteenth day after the date on which the General Secretary received the petition.
- c. At the meeting, the Clubs and Societies Council must consider and vote on a motion to dismiss all the members of the Clubs and Societies Committee.
- d. The motion is carried if more than half of all the members of the Clubs and Societies Council vote in favour of it.
- e. If the motion is carried, the Clubs and Societies Council must, at the same meeting, elect a new Clubs and Societies Committee.

2.3 Decision Making Power

- a. The Students' Council may make Regulations for the affiliation and regulation of Clubs and Societies.

- b. Any decision of the Clubs and Societies Council takes precedence over a decision of the Clubs and Societies Committee.
- c. A decision of the Clubs and Societies Council may not be amended or overruled by the Clubs and Societies Committee within six months of the decision being made.

2.4 Liaison between UMSU and C&S

- a. Each club or society must provide the names and contact details of at least two members of the club or society for the purpose of liaising with staff and student representatives.
- b. No additional requirements may be imposed on the structure of clubs or societies in addition to those requirements specified in *Regulation 2.4.a*.
- c. All club documents including, but not limited to, club constitutions, membership lists, financial records, executive and member contact details, may only be accessed by the C&S Staff, C&S Officer(s), UMSU Office Manager, UMSU Administration Support Officer and the UMSU General Secretary for UMSU purposes.
- d. Notwithstanding c. any member of a club may request a copy of their club's constitution.

2.5 Conflict of Interest

2.5.1 C&S Officer must resign from club executive

Where a Clubs & Societies Officer-elect is a member of a club's executive committee, the Officer must resign the executive position upon commencement of the term of office as the Clubs & Societies Officer and also must not stand for election to the executive committee of any club until the conclusion of the term of office.

2.5.2 C&S Committee members may not vote for own club's grants

Members of the C&S Committee may vote on motions to approve grant applications for clubs of which they are a committee member only when the grant is deemed by the C&S Coordinator to be a Standard Grant in accordance with *Regulations 8.1.t*. C&S Committee members shall abstain from voting when they are committee members of a club or society whose grant application is under consideration by the C&S Committee, when deemed by the Coordinator as containing any irregularities from *Regulation 8*.

3. Categories of Clubs

There shall be two categories of clubs or societies:

3.1 Faculty & Departmental Societies

Faculty and departmental societies:

- a. shall consist of students of the given Faculty or Department of the University of Melbourne who fulfil the membership requirements of the club. A fee may be levied upon these persons for membership;
- b. shall consist of other persons who may become members in the manner prescribed by the Society. A fee may be levied upon these persons for membership;
- c. shall have an Education Officer in the Executive committee. The role of the Education Officer is to liaise with the Faculty/Department to keep the club up to date with subject changes, assessment alteration and other related topics; and to attend Faculty/Department meetings which discuss such topics, and to report back to the executive on any decisions made; to liaise with the Education Officer(s) of UMSU; to be the contact point for career discussion for students and to coordinate and facilitate educational based functions, seminars and workshops;
- d. shall provide Educational representation and liaison to all students of the Faculty or Department;
- e. may apply for affiliation to UMSU.

3.2 General Interest Clubs

General interest clubs:

- a. shall consist of any University of Melbourne current students and any other persons who agree to support the aims of the Club and satisfy the membership requirements set out in the Club's constitution;
- b. may apply for affiliation to UMSU.

4. Affiliation

The timeline for the Affiliation process is set out below, with new clubs pursuing affiliation in one batch each semester. The C&S Office will provide clear guidance to each New Club on the deadlines which will be strictly adhered to. Groups which do not complete the process, including having their affiliation passed by the C&S Committee, according to the schedule will forfeit their application and will have to reapply in the next affiliation period. 'How to Affiliate a Club' forms are available from the C&S Office from the Monday of Week 0 Semester 1 and must be submitted to the C&S Office by the end of Week 4 of Semester 2.

All business regarding the establishment of the New Club will be conducted with the Contacts nominated on the 'How to Affiliate a Club' form.

Affiliation Stage	Date	Actions	Outcome
<i>Initial Application</i>	Week 0 Monday	Initial Applications Open	How To Affiliate a Club forms available from C&S Office.
	Friday 4.30 pm Week 3 each semester	Initial Applications Close	How To Affiliate a Club forms must be submitted to C&S Office. Any further applications will be held until the next affiliation period.
	Week 4 and 5 each semester	C&S Committee considers all Applications	If approved, invitation to draft Constitution issued with meeting times for subsequent two weeks. If denied, advised with reasons, resubmission invited for next affiliation period (second semester applicants may only reapply in the next calendar year).
<i>Constitution</i>	Week 6-7 each semester	Constitution meeting/drafting	Clubs that do not complete the constitution in the Constitution weeks will forfeit their application.
<i>Inaugural General Meeting</i>	Week 8 each semester	IGM information session	Attendance by one or more Contacts is compulsory to receive forms and guidance on conducting the IGM according to C&S Regulations.
	Friday 7 pm Week 12 each semester	IGM deadline	C&S department representative must attend IGM. Any club that has not complied with either of these deadlines will forfeit their application.
	Within 2 weeks of IGM date	IGM papers due	
<i>Affiliation</i>	Subsequent C&S Committee Meeting	C&S Committee hears recommendations	Affiliated clubs are advised and all rights of affiliated clubs apply.

		from C&S Coordinator and formally affiliates or denies affiliation by motion.	Any club that is denied affiliation will be advised of the reason. If the C&S Committee rejects the IGM papers and there is time to reconvene the IGM in the academic year the club may continue with the affiliation. If there is not sufficient time to reconvene the IGM the club will forfeit their application.
	Within 2 weeks of Affiliation	Open club bank account Establish club email account	Open account at an on-campus bank. Establish an email address for the club. Provide details of both to C&S Office. Clubs that do not submit both will be subject to immediate disciplinary action under <i>Regulation 6.1.a</i> .

4.1 Initial Application

4.1.1 How To Affiliate A Club Form

To start up a club and gain affiliation to UMSU, or to affiliate an existing club, the club must follow the procedure as set out in the 'How to Affiliate a Club' form available from the C&S Officer(s) or Staff with clear instructions on how to complete it. This is then presented to the C&S Committee for approval.

4.1.2 Reasons to Reject Affiliation

The affiliation application will not be accepted on the grounds that:

- a. the applicant group is incorporated, where such incorporation would prevent that club from being bound by C&S Regulations;
- b. 40% or more of the Expressions of Interest are members of another single currently affiliated club (not including Faculty/Departmental clubs);
- c. the applicant group has been disaffiliated under the terms of *Regulation 6* in the previous 12 months;
- d. 40% or more of the Expressions of Interest are members of another single club that has been disaffiliated under the terms of *Regulation 6* in the previous 12 months;
- e. it does not have at least four substantially differing, legitimate, achievable and unambiguous aims. This is at the discretion of the C&S Committee to assess; application aims that are deemed vague or unachievable will be rejected;
- f. it does not have at least four aims which differ substantially from the aims of an affiliated club;
- g. it has a name which does not reflect its stated aims;
- h. it contains aims which are militaristic, sexist, racist, homophobic, or promote racial, sexual or religious discrimination;
- i. it does not contain legible details of at least two Contacts, who are both current University of Melbourne students;
- j. it does not contain signatures and legible contact details of 50 Expressions of Interest, all of who must be current University of Melbourne students;
- k. the applicants have failed to fulfill any other procedural requirements for affiliation as stipulated by the forms;
- l. the anticipated regular activities of the club *cannot* be covered by UMSU public liability insurance;
- m. the applicants cannot demonstrate upon request by the C&S committee that they are servicing a student demographic distinct from an existing club or society;

- n. the C&S staff or Committee cannot transact the affiliation with the Contacts on a good faith basis. Such a rejection will be documented and the group advised of the grounds;
- o. the applicant group is also affiliated to, is seeking affiliation to, or would be more appropriately affiliated to, MU Sport or Union House Theatre;
- p. the applicant group is a collective formed under the UMSU constitution;
- q. the applicants cannot demonstrate upon request by the C&S committee that they are providing a function and servicing a student demographic that is distinct from a service or department within UMSU or the University.

Where two or more applicant groups in a single round of new club applications are overlapping in aims and/or proposed activities the C&S Committee shall direct the two groups to merge, with preference going to a revised combined application or where none is made the application lodged first except where one is clearly a sub-set of another, in which case the application with the broadest target demographic shall be approved.

4.2 Constitution

One or more of the club Contacts must attend a meeting with the C&S Staff or Officer to prepare their Constitution using the Standard Constitution (Appendix 1) and the Name and Aims approved by the C&S Committee. If exceptional circumstances exist, and upon written application to the C&S Officer(s), the club may be permitted to adopt a substantially different Constitution as drafted by the Contacts and consistent with the provisions of *Appendix 1 (Standard Constitution)* and *Regulation 5.1.1 (Required Provisions of Club Constitution)*. Such a non-standard Constitution must be completed, including re-drafts, by the same deadline as the Standard Constitutions. See *Regulation 5.1.2 (Constitutional Amendments)* for approval process.

4.3 Inaugural General Meeting (IGM)

After the approval of the club constitution, the first official meeting of a new club must be the Inaugural General Meeting as part of the affiliation process. The time for the IGM must be set in consultation with the C&S Office to ensure a representative of C&S can attend the IGM. The representative will be an UMSU Officer, C&S Committee member or a C&S staff member. The C&S representative shall maintain custody of the IGM Attendance List, taking it to the meeting and bringing it back to the C&S Office immediately after the meeting.

4.3.1. Procedure For Holding an Inaugural General Meeting

- a. At least six academic days before the IGM the Contacts shall provide to the C&S Office:
 - i. An electronic copy of the email addresses of all of the Expressions of Interest, contacts and members of the club;
 - ii. The membership fee;
 - iii. The Agenda of the IGM; and
 - iv. The date, time and venue that have been confirmed for the IGM. The IGM must be held on campus on an academic day.
 - v. Any variation to the election procedure (Regulation 4.3.2) must be confirmed with the C&S Office at this time.
- b. The C&S department shall email notice of the IGM five academic days in advance of the meeting to all of the contacts provided to the department. The club may use this notice to create additional advertising and social media, or communicate to contacts in any other language of the clubs choosing.
- c. The C&S representative shall act as the chairperson for the IGM. At the IGM the following must occur:
 - i. take minutes of the IGM;
 - ii. adopt an agenda;

- iii. take an attendance list including the following details: names, student number, courses and signatures;
- iv. ensure that a quorum of at least twenty current University of Melbourne students who are also members of the club is reached;
- v. present and adopt the approved club constitution with aims and strategies;
- vi. elect the club committee as outlined in the club's constitution; and
- vii. complete a membership list conformant to *Regulations 5.3.a & b*.

4.3.2 Procedure for Elections at Inaugural General Meetings

The election procedure of the IGM will be as follows:

- a. The C&S representative shall be the Returning Officer for the IGM.
- b. All IGM elections must be held in open and democratic manner.
- c. Except in exceptional circumstances the nominations and election will take place at the IGM from among the attendees. The procedure of the election will be determined by the Returning Officer.
- d. If exceptional circumstances exist and the club wishes to take nominations before the IGM:
 - i. The procedure of the nomination process must be agreed with the C&S Office before notice is given.
 - ii. The nomination procedure must be advised with the meeting notice.
 - iii. Nominations submitted before the IGM must be submitted by the nominator or nominee to the C&S Office.
 - iv. Nominations may not close before the elections.
- e. All executive positions must be filled at the time of the IGM election.

4.3.3 Documents To Be Provided to C&S Office

The following must be submitted to the C&S Officer(s) or Office within two weeks of the IGM:

- a. Agenda of the IGM
- b. Minutes of the IGM
- c. Club Executive Officers contact details
- d. Income Tax Status form
- e. GST Status form
- f. Club membership list conformant to *Regulations 5.3.a & b*

4.4 Affiliation

4.4.1 Coordinator to Make Recommendation to Committee

The C&S Coordinator will make a recommendation to the C&S Committee regarding the affiliation of the club. The club is officially affiliated to UMSU once the C&S Committee has carried a motion to that effect.

4.4.2 Powers of Committee to Reject IGM Papers

The C&S Committee reserves the right to reject any IGM papers where the club requests the opportunity to re-convene the IGM, or where a breach of due process has been observed.

4.4.3 Requirements Upon Affiliation

- a. Once a club is affiliated it must open a bank account comply with Regulation 5.5.
- b. A club email address must be set up and provided to the Clubs and Societies Office. The C&S Office does not publish personal email addresses as club contact addresses.

4.5 Non-Parkville Clubs

4.5.1 Reduced requirements

The following exceptions apply for a club that advises on its application that it is non-Parkville. For a club to be considered non-Parkville, 66% of University of Melbourne students on the expression of interest form must be based at non-Parkville campuses.

- a. The minimum number of expressions of interest is 30.
- b. The C&S Committee may extend the deadlines for the Constitutional meeting/drafting and submission of IGM papers by up to two weeks.
- c. If IGM training cannot be attended the club can request that the C&S Department meets with them to discuss IGM requirements separately. This must be communicated to the C&S Department before the IGM training.
- d. If the application is made in semester one then the C&S Committee can grant an extension for holding the IGM into semester two.

5. Maintaining Affiliation

All clubs must maintain affiliation each year by complying with the following Regulations, and the deadlines contained therein. Affiliated clubs who do not fulfill the requirements without an extension from the C&S Committee will be disciplined under *Regulation 6.1.a*.

5.1 Constitution

The C&S Officer(s) and Committee sets a standard constitution, and the Committee may disaffiliate any club whose constitution does not adhere sufficiently to this standard.

5.1.1. Required Provisions of Club Constitution

An affiliated club's constitution must contain:

- a. the following provisions of the Standard Constitution without amendment: 1b, 1c, 3a (General Interest only; Faculty/Departmental clubs may amend to limit membership to the named faculty or department), 8 (except that amendments may be made to: the date of the AGM (which may be set earlier in the year only), the reports to be tabled (the minimum is: General Interest – President and Treasurer; Faculty – President, Treasurer and Education Officer), and the electoral provisions), 17, 18, 19, 20, 21, 22 and 23 (club may amend winding-up beneficiary);
- b. provision for an Annual General Meeting in line with *Regulations 5.2*;
- c. provision to comply with membership requirements in *Regulation 5.3*;
- d. the club's name and aims;
- e. a definition of eligibility for membership of the club;
- f. the formal decision-making of the club;
- g. provision for general meetings to overturn any committee decision;
- h. provision for the notification and convening of general meetings, the quorum requirement for general meetings and provision for the calling of general meetings by ordinary members;
- i. provision for a President or Club Convener, a Secretary, a Treasurer or a Secretary/Treasurer, all of whom must be current University of Melbourne students; powers of the club Committee; provision for the annual election of the Committee; provision for impeachment of Committee members; and the quorum requirements for meetings of the Committee;
- j. provision for all Executive and Club Committee positions to be nominated for at or around the time of the Annual General Meeting and such positions to be fairly and democratically elected by the club's members;
- k. in the case of Faculty/Departmental Clubs, provision for an Education Officer (who must be a student);
- l. provision for amendment to the constitution;
- m. provision for the expulsion of members, consistent with these Regulations;
- n. grievance resolution provisions and the provision to suspend members' rights where grievances are subject to mediation;
- o. provision that the club is not for profit;

- p. provision for winding up indicating the club's chosen winding-up beneficiary.

5.1.2. Constitutional Amendments

The club must submit any proposed constitutional amendments to the C&S Officer(s) and C&S Coordinator. These must be approved by the Officer(s) and Coordinator before a General Meeting can be called to approve the proposed changes.

- a. Proposed amendments must be submitted to the C&S Officer(s) accompanied by the current clause, what the proposed clause will read and a brief outline explaining the rationale for the change.
- b. If there are any disputes between the Officer(s) and the Coordinator regarding the constitutional changes, the matter will be referred to the C&S Committee for a decision.
- c. A club General Meeting is required to ratify any changes.
- d. Constitutional changes take effect immediately.
- e. Constitutional changes may not be applied retroactively.

5.2 Annual General Meeting (AGM)

Each club is required to hold an Annual General Meeting every calendar year. The AGM may be held during either academic semester, but no later than the end of September.

5.2.1. Requirements for Notice of Annual General Meeting

Written notification of the AGM must be given to the C&S Office and members at least five full academic days in advance. The notice must include time, date, and venue. This applies also to any other General Meeting or Special General Meeting held. While notice may be given in the language of a club's choosing, it must also be given in English.

5.2.2. Annual General Meeting to be Held On Campus

The club AGM must be held on the premises of The University of Melbourne, on an academic day.

5.2.3. Returning Officer

All clubs must appoint a Returning Officer for the AGM.

- a. The Returning Officer may not be a nominated candidate. The Returning Officer may not nominate candidates or vote in the election.
- b. The Returning Officer is not required to be a member of the club or a current University of Melbourne student.
- c. The Returning Officer is responsible for the validity of the election. If any position for a committee is contested, the Returning Officer must conduct an election for the position. If a secret ballot is conducted, then all ballot papers must be signed by the Returning Officer, otherwise the ballot paper will be declared invalid.
- d. The Returning Officer must keep all records of the election for one month after the date of the Annual General Meeting.
- e. If the requirements under this regulation are not followed, then the C&S Committee may declare the election invalid and may order a new election to be held within twenty academic days of the decision being made.
- f. The C&S Committee may, on the recommendation of the C&S Officer(s), make a motion appointing a Returning Officer for a General Meeting of any club.

5.2.4. Procedure for Conduct of an Annual General Meeting

The process of the AGM must include:

- a. the presentation and adoption of the Agenda for the AGM;
- b. minute-taking of the AGM;
- c. the taking of an attendance list including the following details: name, student number, course and signatures of attendees;
- d. the consideration of any amendment to and the ratification of the club's constitution;

- e. written reports presented by President/Convener, Treasurer, Education Officer (applicable only to Faculty/Departmental clubs), and any other pertinent persons (such as Secretary);
- f. the presentation and adoption of a full financial report for the period from the previous AGM to the current AGM;
- g. the election of the club committee as outlined in the club's constitution;
- h. moved motions which may be discussed and voted upon, including the result of the vote;
- i. appointment of bank signatories from among the newly elected Executive.

5.2.5. Documents to be Provided to C&S Office

The Club must submit the following documentation within two weeks of the AGM:

- a. Agenda of the AGM;
- b. Minutes of the AGM;
- c. Meeting Attendance List;
- d. Club Constitution;
- e. Copies of the reports of the President/Convener, Treasurer, Education Officer, and any other any reports presented;
- f. a financial statement from the previous AGM to the current AGM and an asset list and/or statutory declaration detailing UMSU funded items and bank statements showing the opening and closing balances of the period;
- g. Contact details of the elected club Executive;
- h. Club membership list conformant to *Regulations 5.3.a & b*;
- i. Income Tax Status form;
- j. GST Status form;
- k. Sponsorship Declaration Form.

5.3 Membership

- a. To show that a club is maintaining its minimum membership requirements (thirty University of Melbourne students), it must submit a full membership list by the 15th of March every year.
- b. Membership lists must always be submitted containing the information and using the format stipulated by a motion of the Clubs and Societies Committee. This information will at a minimum include names, student numbers and courses. Clubs that fail to submit the membership list in the specified format will receive no funding until such time as they submit the membership list in the correct format.

5.3.1. Clubs must observe the following membership regulations:

- a. Any student or other person who supports the aims of the club may join.
- b. A club cannot expel a member on the grounds of race, sex, gender, religion; or political, moral or sexual view, provided that the member supports the aims of the club.
- c. Any affiliated club which refuses a student or any other person membership, or expels any member, must give written justification of the decision to C&S Committee within two weeks or face disciplinary action.
- d. A motion to expel a member from any club may only be brought at a properly constituted General Meeting of the club. Five full academic days' notice in writing of such a motion is required to be given to all the members of the club.
- e. All full members of a club have equal rights.
- f. Clubs may only offer their membership for a maximum of 12 months which must expire at February Orientation each year.
- g. Clubs that have an overlap in membership of more than 50% may be directed to merge by the C&S Committee.
- h. 66% of club membership must be drawn from the University of Melbourne student population.

5.4. Provide Members' Activities

The club must submit evidence each semester that the club has had at least 2 members' events or activities during the semester. The events must attract at least 10 University of Melbourne student participants and must directly relate to the club's aims. Evidence must be in form of an Event Attendance List. In exceptional circumstances such as the absence of an Attendance list, the C&S Committee may consider photographs of participants at an activity or a statutory declaration as substitute evidence. Orientation events, constitutional General Meetings, and events held with another club(s) do not fulfil this Regulation.

5.5 Club Bank Account

The club shall maintain a club bank account. The club shall:

- a. Provide the C&S Department with account name, number and BSB.
- b. Transact all of its finances through the club bank account. This does not preclude the club operating properly recorded petty cash or making payments by reimbursement.
- c. Update the account signatories at the bank within two weeks of any election.

The bank account shall:

- a. Be maintained at a bank branch on campus;
- b. Have the club's on campus mailing address as the account mailing address;
- c. Have at least three members of the club Executive as signatories; and
- d. Require two signatories to authorise any withdrawal of funds. This may be by cash withdrawal, cheque, or internet transfer. No single-signatory withdrawal is permitted.

6. Disciplinary Action

6.1 Grounds for Disciplinary Action

C&S Committee may take disciplinary action by motion against any affiliated club which:

- a. deliberately contravenes or fails to fulfill its obligations under these Regulations;
- b. misappropriates funds, or the committee believes upon a financial audit that the club has been financially mismanaged;
- c. provides manifestly false information in order gain unfair advantage;
- d. acts contrary to its own aims and/or deliberately breaches its own constitution;
- e. fails to provide reasonable grounds as to why it;
 - i. refuses a student or any other person membership;
 - ii. expels a student or any other person from membership;
- f. is not two-thirds (66%) composed of University of Melbourne students;
- g. does not have at least thirty current University of Melbourne students as members;
- h. fails to comply with requests by C&S Officer(s), Staff and/or Committee to produce books, documents, records or other material;
- i. promotes or engages in any discriminatory or violent acts as stipulated in *Regulation 1.d*;
- j. publishes/distributes information promoting acts outlined in *Regulation 1.d*;
- k. damages, defaces or steals the property of the Student Union;
- l. participates in or encourages criminal activity;
- m. defaults on the repayment of any debt to the Student Union or the University, or to any outside organisation where the organisation approaches the Student Union to extract payment.
- n. is the subject of a complaint that the club's actions breach Union House or North Court policy;
- o. fails to hold two members' events or activities during an academic semester (Orientation events and constitutional General Meetings are not members' events);
- p. fails to attend training or information sessions deemed by a motion of the C&S Committee as compulsory;
- q. loses or damages an asset (as defined in *Regulation 7.2.d*) before the end of its lifetime (three years);
- r. breaches University of Melbourne rules in a way that has an tangible negative impact on the facilities and services available to all clubs;

- s. persistently and/or seriously breaches their Occupational Health and Safety obligations;
- t. has aims, activities or purposes such that the club would not have been granted initial approval under the grounds listed in 4.1.2.

Outside of these grounds, the C&S Committee may not discipline Clubs or threaten disciplinary action for failure to follow a directive or recommendation.

6.2 Disciplinary Powers

Disciplinary action can occur in the following ways:

- a. disaffiliation;
- b. suspension of Grants for a period of no greater than twelve months;
- c. withdrawal of permission for the club to use any or all of the facilities and services provided by the Student Union for a period of no greater than twelve months;
- d. withdrawal of permission for the club to have any off-campus events where the club is responsible for serving alcohol, including camps;
- e. being placed on probation for a period of not greater than twelve months. If the club performs any of the acts under *Regulation 6.1* while on probation, it will result in compulsory disaffiliation or compulsory suspension of Grants.
- f. For disciplinary action with grounds under Regulations 6.1: b, c, i, j, k, l, r; bar an individual from being on the executive of any affiliated club for a period of not greater than twelve months. If the individual is currently on the executive of an affiliated club then they are deemed to have resigned and the club is required to hold a General Meeting to elect a new representative. If an affiliated club elects a barred individual onto its executive, the club will be required to hold a subsequent General Meeting to elect a new executive member.

6.3 Discipline Procedure

A resolution to discipline a club shall not be considered by the C&S Committee unless:

- a. a motion to discipline a club, stating the provisions of these Regulations under which disciplinary action is proposed and the proposed action to be taken is petitioned to the C&S Committee by:
 - i. two voting members of the C&S Committee;
 - ii. four members of the Students' Council or the C&S Council; or
 - iii. twenty students;
- b. five academic days or fourteen ordinary days (whichever is lesser) notice is given to the club in writing stating the provisions of these regulations under which disciplinary action is proposed, and the proposed action to be taken;
- c. notice of the proposal is published on the C&S notice-boards with notice of the meeting.
- d. Any club disaffiliated under the terms of the regulations may not re-apply for affiliation for 12 months.

6.4 Appeals against a decision to disaffiliate a club or society

6.4.1 Students may appeal a decision to disaffiliate a club or society

Any student may appeal a decision to disaffiliate a club or society in accordance with C159 of the Constitution.

6.4.2 Status of club until appeal is determined

Once the Clubs & Societies Committee has passed a motion to disaffiliate a club or society, that group is not entitled to any of the rights or privileges of affiliation to UMSU; and nor is it bound by any responsibilities under these Regulations, and its affiliation ceases upon the expiry of the period for an appeal.

Notwithstanding the above, upon receipt of an appeal under C159.2, the original decision of the Clubs & Societies Committee is suspended until Students' Council determines the appeal, and the club or society is entitled to the rights and privileges of affiliation and is bound by its responsibilities under these Regulations. If the appeal is not upheld, then the group's affiliation will cease once the Students' Council has been deemed to have made a decision under C159.3.

6.5 Mediation Request by Club Committee

If the C&S Officer(s) receives a petition from two or more members of a club's committee to intervene in a conflict that affects the administration of the club, the club committee will be required to attend the next C&S Committee meeting, providing five academic or fourteen ordinary days' notice (whichever is the lesser) has been given. The purpose of such mediation is to resolve internal problems to maintain the club's ability to administer itself. The C&S Committee only has the power to make recommendations and to deem any club committee member not attending the meeting without due apology to have resigned their position at the discretion of the C&S Committee.

6.6 Winding Up

The C&S Committee may wind up the affiliation of a club if this action is requested by a motion of the club's committee, following an inquorate General Meeting of the club called for the purpose of Winding Up (see *Appendix 1: Standard Constitution clause 18*).

6.7 Merging

The C&S Committee may merge two or more clubs, if requested by an absolute majority of each club's membership. Any clubs seeking to merge must notify the C&S Department within 5 academic days of any SGM that determines to merge clubs.

Following any resolution to merge, the club committee must meet to agree upon a name and set of aims to present to the C&S Committee. The C&S Committee shall review the proposed name and aims, and should the C&S Committee approve the merge, an extraordinary general meeting shall be called to adopt the new constitution and elect a new committee.

Notice of the extraordinary meeting shall be given to the membership of each club, and to the C&S Department. Quorum at the extraordinary general meeting shall be 20 members of the combined membership of each club.

A representative from the C&S Committee shall Chair this extraordinary general meeting and act as the Returning Officer for its elections. Should at the extraordinary general meeting the joint membership reject the new constitution then the merger shall be considered void.

7. Operating Responsibilities

Clubs also have responsibilities in the areas of finance, assets and legal obligations.

7.1 Finance and Trading

- a. No club shall involve the name of UMSU, MU Student Union Ltd, or the C&S committee in any financial dealing.
- b. UMSU will not honor any debts or expenses incurred by a club, except pursuant to these Regulations and the determination of C&S Committee.
- c. Affiliated clubs shall keep financial records listing expenditure, income, assets and liabilities.
- d. Any grant payments to individuals or groups other than the affiliated club itself must have written authorisation from the club's treasurer. Authorisation forms are available from the C&S Office.
- e. No club may engage in ongoing competition with any services provided by UMSU.

7.2 Club Assets

- a. Any asset of a club, the purchase of which has been 50% or more funded by C&S Committee grants, and is less than 3 years old, is the asset of UMSU.

- b. Should any affiliated club be wound up or cease to be affiliated to the C&S Committee (UMSU), all assets of the club, as determined above, shall revert to UMSU (C&S Committee) and be held in trust until a club with the same aims is affiliated which may apply for control of the assets, or a period of 18 months lapses.
- c. If the 18 month period lapses the C&S Committee may give control over the assets to the most suitable club or dispose of the assets by donation or sale.
- d. An asset is defined as a single item or a group of items, which have lasting value to the club, with a purchase value exceeding \$50, or a publication with a value exceeding \$15 retained by the club
- e. An asset shall be listed for 3 years on the asset list (*Regulation 5.2.5 (f)*) and presented annually, or upon request by the C&S Committee, to the C&S Office. After 3 years the asset is deemed to have fully depreciated and may be removed from the asset list. The club will retain possession after that time.
- f. Publications may be donated to the Rowden White Library if deemed to be an appropriate donation by the Senior Library Officer.

7.3 Legalities and Liability

Clubs owe their members a duty of care when running events. The regulations below outline responsibilities Clubs must fulfill to ensure that duty is met.

- a. Clubs are forbidden to enter into legal action that cannot be entirely funded from club sources.
- b. All Clubs holding off-campus events (whether UMSU-funded or not) are requested to notify the C&S Officer(s) and/or Staff to ensure the current insurance cover is adequate. Clubs are required to obtain a certificate of currency (public liability) from venue or transport providers and submit the certificate to the C&S Officer(s) or Staff prior to the event taking place.
- c. Sports events and off-campus activities may require extended insurance coverage. Liability cover may not be granted to the event unless the appropriate forms are completed and submitted to the C&S Officer(s) or Staff (*see Regulation 7.6*).
- d. All clubs must ensure adequate insurance cover is in place for their event prior to to event taking place.
- e. Clubs should note that the editors and writers of a publication are personally liable for defamatory material published, regardless of whether the publication is funded by UMSU.
- f. Clubs holding events that involve alcohol (consumption, sale or give-away) assume responsibility for the behavior of their members during and directly after such events.

7.3.1 Conflict of Interest

- a. A Club's Committee members shall not profit or gain direct personal material benefit from their running of the club.
- b. No more than 20% of tickets can be sold in a committee presale.
- c. Committee members shall not receive benefits for sponsorship contracts which are not equally available to all club members.

7.3.2 Sponsorship Contracts

- a. Sponsorship contracts are to explicitly contain the following terms and conditions:
 - i) The amount of funding the Club will receive from the Sponsor and the due date for receipt of the funding.
 - ii) A detailed description of the sponsor benefits, i.e. what the Club will provide or do for the Sponsor in return for the sponsorship funding.
 - iii) The full names of key personnel entering into the contract.
 - iv) A dispute settlement arrangement for allegations of breach of contract.
 - v) Mutual termination provisions including the right to terminate the contract where continued association with the sponsor may, or is likely to cause damage to UMSU's reputation or for UMSU to otherwise be held in disrepute.

- b. Clubs may not offer sponsors use of resources exclusive to UMSU affiliated clubs, including but not limited to the following:
 - i) Free university room bookings, or the making of bookings on behalf of the organisation.
 - ii) Personal details of members.
 - iii) Personnel presence at orientation events.
- c. The contract must be compliant with Regulation 7.3.1.

7.3.3. Additional Requirements For Events With Alcohol

The following obligations must be fulfilled by the club for events at which alcohol is provided, or for an advertised BYO event:

- a. The presence of at least two committee members who have completed certified training in responsible service of alcohol and provided a copy of their Responsible Service of Alcohol Certificate to the C&S Department.
 - i. At least one of the committee members must be an executive member.
 - ii. For events with over 200 participants/attendees at one time, the number of committee members shall be increased to three.
- b. A club must ensure all persons serving alcohol hold a Responsible Service of Alcohol Certificate.
- c. It is against the law to sell or supply liquor to a person under the age of 18 years.
- d. A club shall not permit intoxication, or any indecent, violent or quarrelsome conduct on premises.
- e. A club shall not sell or supply liquor to any person who is at the same time in a state of intoxication.
- f. Where a person is in a state of intoxication at a club event the club shall be held responsible and subject to discipline under *Regulation 6.1.a*.
- g. A club providing alcohol at a club event must have non-alcoholic refreshments available on request.
- h. Provision of a safe, well-lit passage from campus to transport must be made. University Security is available to escort students to taxis, cars, or tram stops.
- i. A club providing alcohol must be compliant with the relevant alcohol policies of M.U. Student Union Ltd. and the University.

The C&S Staff must be notified at least two weeks in advance of events that involve alcohol, including BYO events. The appropriate University or UMSU notifications must be made (regardless of whether funding is applied for).

7.3.4. Additional Requirements for Events With Food

The following obligations must be adhered to when serving any perishable foods (anything other than pre-packaged shelf-stored items):

- a. The supervision of appropriately trained executive member(s) is required to ensure that safe food practices are followed.
- b. Club executives may fulfill their obligations under 7.3.2(a) by:
 - i. the presence of at least one executive member who has either successfully completed Safe Food Handling training offered by C&S or who has provided a copy of an externally obtained Safe Food Handling Certificate to the C&S Staff; or
 - ii. the presence of at least one executive member who has completed the online course and provide the requisite evidence to the C&S Staff prior to the event.
 - iii. The online course is only accepted for short, isolated events. Certified training is required for extended events such as camp catering.
- c. Clubs must not serve food that will place consumers at risk of either bacteria or other contaminants.
- d. A food handling plan must be complete and submitted to the C&S Staff (regardless of whether funding is applied for) one week prior to the event.

7.4 Disposal of Income and Profits

7.4.1. Not For Profit

The profits (if any) or other income and property of a club must be applied solely towards the promotion of the aims of the club as set out in the club's Constitution and no portion of it may be paid or transferred, directly or indirectly, to any member of the club whether by way of dividend, bonus or other profits. This does not prevent any payment in good faith by the club for the payment or reimbursement of out-of-pocket expenses incurred by a member of the club on behalf of the club.

7.4.2. Disposal of Bank Account on Winding Up

If a club is wound up, any money remaining after the payment of all debts, liabilities and expenses must not be paid or distributed to the members but must be transferred to another not for profit organisation of the club's choosing (as indicated in their constitution) or the C&S Committee of UMSU.

7.5 Taxation

All clubs must report annually to Clubs & Societies regarding their Income Tax and GST status. Clubs are responsible for ensuring compliance with ATO requirements, seeking taxation advice if needed. The club must provide copies to the C&S Coordinator of any and all documents submitted to the ATO.

7.5.1. GST

As soon as a club reaches an annual income of \$150,000 they must register with the Australian Taxation Office (ATO) to pay GST.

7.5.2. Income Tax

A clubs that makes profits exceeding \$416 from non-mutual receipts (that is, non-member income) must register with the Australian Taxation Office (ATO) to pay income tax.

7.6 Clubs Responsibilities When Running Camps and Excursions

All camps and excursions run by clubs are required to comply with this regulation, regardless of whether or not a grant is being sought.

- a. If the event is self-catered, a food plan must be submitted to the C&S Staff, and the club must adhere to all relevant legal and other obligations, including *Regulation 7.3.2*.
- b. The following forms must be submitted to the C&S Staff:

Form	Submission Deadline
Off-Campus Activities Form	Five working days prior to camp or excursion
Certificate of Currency for venue(s)	Five working days prior to camp or excursion
First Aid Roster	Five working days prior to camp or excursion
Welfare leader form (for training attendance and WWCC)	Five working days prior to camp or excursion
Participant Information Forms (overnight events only)	48 hours after return from camp

- c. Liability cover cannot be approved unless all forms are completed and submitted to the C&S Staff by the deadline.
- d. Clubs must fulfill the following requirements for leader attendance at the C&S Camp Welfare Workshop:
 - i) For camps of 20 participants or fewer: 2 leaders, of whom 1 must be a woman or non-binary.
 - ii) For camps of above 20 participants: A ratio of 1 leader:20 participants, of whom 1 must be a woman or non-binary.
- e. Clubs must fulfill the following requirements for leaders with Level 1 First Aid qualifications
 - i) For camps under 40 participants: 1 leader
 - ii) For camps of 40 participants and above: A ratio of 1 leader:20 participants.

- f. For camps with participants under the age of 18, all leaders on the camp must obtain a Working with Children's Check prior to the event. Alcohol is not permitted on these camps.
- g. All alcohol on club camps must be served under a liquor license. BYO is not permitted at club camps.

8. Grant Regulations

8.1 General Requirements for Grants

Rules which cover grant areas and are applicable to all clubs:

- a. Grant regulations are binding on the C&S Officer(s) and Committee, however in consultation, the C&S Committee has the power to clarify or interpret these regulations or grant exemptions to funding limits under special circumstances and may in time of budgetary constraint restrict the availability of some or all categories of grants. All such decisions of the C&S Committee must be documented.
- b. No club will be reimbursed without lodgment of an Application for Payment form accompanied by tax invoices, receipts and, where required, attendance lists consisting of names, student numbers, courses and signatures, and in some circumstances a statutory declaration, within two weeks of the date of the event or approval by the C&S Committee, whichever is longer.
- c. Any club which fails to lodge an Application for Payment form within two weeks shall lose its entitlement or a percentage of its entitlement (to be determined by the C&S Committee) to that grant, unless the C&S Committee grants an exemption.
- d. The maximum entitlement of any one club to the C&S Grants Budget shall be reckoned according to the following formula:

$$\text{Maximum Entitlement} = 1.5 \times (\text{Grants Budget} \div \text{Number of Clubs}) + 500$$

where the Grants Budget refers to the Grants budget line set by C&S Committee, Number of Clubs is the number of clubs affiliated to UMSU at the start of the calendar year. The Maximum Entitlement shall then be rounded to the nearest \$50.

- e. All grants applied for must relate to the club's aims.
- f. If two or more clubs apply on behalf of the same event or purchase, a special application can be made to the C&S Committee for both clubs to receive the full amount for which they are eligible. If this application is rejected, the grant funding received will be no more than the limit for a single club, were it to apply for the same grant, and this is to be split equally among the applying clubs.
- g. No funding will be permitted for the purpose of UMSU by-election or UMSU annual election or UMSU referendum expenditure.
- h. The C&S Committee shall not provide funding to bodies or events that are more appropriately funded by another UMSU or MU Student Union Ltd departmental budget, including all collectives created by the UMSU constitution. Clubs must declare any anticipated income from any other student union departments when applying for C&S grants.
- i. When applying for a grant involving alcohol, Applications for Payment must include receipts for food.
- j. Clubs are not eligible for credit in any form from any Student Union outlet.
- k. Payment will not be made exceeding the total of tax invoices and receipts submitted for reimbursement.
- l. UMSU branding and logo usage
 - i. All publications, other printed materials and websites funded by UMSU must have the 'affiliated to UMSU' logo clearly displayed.
 - ii. All events funded by UMSU must have the 'affiliated to UMSU' logo or the 'funded by UMSU C&S department' poster clearly displayed.
 - iii. All use of the UMSU Logo by clubs must be in accordance with the current Logo Usage Guidelines adopted as policy of the C&S Committee.

- m. A club that breaches grounds use policy, or damages property, grounds or equipment, will not be eligible for funding for the event at which the policy breach or damage occurred, and may be subject to probation under *Regulation 6.2.d*.
- n. Payment will only be made for those articles applied for on the Grant Application form.
- o. Any club function or event must be held on campus where possible. An exemption may be applied for in writing to, and granted by, the C&S Committee in special circumstances (such as the activity can't be held on campus). On-campus is defined by UMSU as any University of Melbourne building or space. Camps, excursions and venue hiring grants are exempt from this requirement.
- p. A Grant Application for any club-organised off-campus event must be accompanied by a Certificate of Currency.
- q. A club that is registered for GST will only be reimbursed for the GST exclusive amount of any invoices.
- r. A club may make one Grant Application with a list of dates for small repeating events in one semester. This Semesterly grant application will be accepted or rejected at the discretion of the C&S Coordinator. It will be rejected if it involves alcohol or a detailed and specific food plan will be required. Any variation on the Semesterly grant must be advised in writing to the C&S Staff 48 hours prior to the event or the grant will not be paid.
- s. C&S will not pay grants for amounts under \$5. Payments will be held and accumulated until total grants exceed \$20, except that all outstanding grants will be paid in the final batch of the year.
- t. Where a Grant Application form has been completed correctly in accordance with these *Regulations* and other administrative requirements set by the C&S Office, submitted by the time specified in *Regulation 8.2.c* and no exemption is required under these *Regulations*, the C&S Coordinator may designate the grant a Standard Grant.

8.2 Grants Applications

All clubs affiliated under UMSU are eligible for funding. Grant Applications will open each year as set by the C&S Committee but no later than the beginning of the week prior to Semester 1 Orientation and will close at the end of the Semester 2 teaching period. All Grant Applications must be submitted to the C&S Officer(s) or Staff for processing. The grants application process is as follows:

- a. Complete a Grant Application form available from the C&S Office. Check with the C&S Staff if you need extra information to complete your application.
- b. Where these Regulations allow an exemption, the club by submitting a letter with the Grant Application form detailing the special circumstances may be granted an exemption.
- c. Complete and submit the Grant Application form to the C&S Officer(s) or Staff in accordance with the following schedule:

Grant Category	Submission Deadline
Functions, Camps & Excursions, Purchases & Hiring (Events)	One week before event, except when it occurs in a C&S Promotional Period
Purchases (Assets), Purchases (Other)	Before expenditure, except when it is for use in a C&S Promotional Period
C&S Promotional	As set by C&S Committee

The C&S Committee may waive these deadlines in circumstances that it deems exceptional.

- d. The application will then be presented to the C&S Committee for approval at its next meeting. A representative of the club can attend the meeting.
- e. The club will be notified by email of the outcome of the application and a list will be published on the C&S noticeboards.
- f. Hold the function and/or make the purchase.
- g. Complete an Application for Payment form, attaching receipts and Event Attendance Lists, to the C&S Office within two weeks of the C&S Committee grant approval date or the function date. Attendance lists must include the name, student number, course

- and signature of all those attending (Event Attendance List forms are available from the C&S Office). Only current University of Melbourne students will be funded.
- h. The Application for Payment will be processed and forwarded to the Finance department for payment.
 - i. The club will be notified when the application has been processed and can expect a payment via EFT to the club bank account within a month of the processing date.
 - j. Clubs should contact the C&S Coordinator when in doubt of prior funding or their entitlements.

8.3 Grants and Entitlements

When applying for a grant, a club shall indicate in its application which Grant Category the grant will fall under. Funding will be provided only for expenses that fall within that category. The Grant Categories are:

8.3.1 Functions

This Grant Category covers consumables for normal club functions, including General Meetings, with reimbursement based on attendance of University of Melbourne students. This category does not include events held primarily for profit, or club committee meetings. Events funded by grants in this category are subject to the following additional rules:

- a. Any admission charge for members must be no more than \$30.
- b. Except where an exemption is granted in accordance with *Regulation 8.1.o*, the event must be held on campus.
- c. Clubs are required to submit a Safe Food Handling plan if self-catering, and a Responsible Service of Alcohol form and checklist if serving alcohol. Forms are available from the C&S Office.
- d. If alcohol is being supplied all University of Melbourne alcohol policies and *Regulation 7.3.1* must be adhered to. If there is any charge for alcohol, food or entrance to the function, the event must also comply with liquor licensing law.
- e. All events on campus are subject to authorisation of venue use. Approval of grounds use (the email confirming the booking) must be forwarded to the C&S Staff.
- f. In the case that the club is applying for funding for an IGM the funding will cover only food complying with *Regulation 7.3.2* and non-alcoholic beverages.

8.3.2 Purchases & Hiring (Events)

This Grant Category covers fixed costs associated with running events, including (but not limited to):

- a. venue hire,
- b. event advertising,
- c. equipment hire, and
- d. additional insurance costs.

8.3.3 Purchases (Assets)

This Grant Category covers club purchases that become assets in accordance with *Regulation 7.2*. This can include (but is not limited to):

- a. banners,
- b. purchasing publications,
- c. purchase of equipment for events, and
- d. other asset purchases that relate to club aims.

Assets purchased with assistance of C&S grants are considered assets of UMSU until they are written off according to *Regulation 7.2.a*. A club which damages, loses or destroys such an asset may be subject to disciplinary action.

8.3.4 Purchases (Other)

This Grant Category covers purchases for the administration of the club and implementation of the club's aims not better covered by other grant categories. It includes (but is not limited to):

- a. branded items for giveaways over multiple events,
- b. stationary,
- c. website hosting,
- d. club publications, and
- e. membership cards.

Grants in this category must relate to the administration of the club or the aims of the club.

8.3.5 Camps & Excursions

This Grant Category covers venue hire, catering, entrance fees and transport for camps and excursions. No other grants may be applied to this event. Events funded by grants in this category are subject to the following additional rules:

- a. The event must comply with all the requirements of *Regulation 7.6* and other regulations.
- b. All required forms must be submitted to the C&S Staff by the relevant deadline or the grant will not be approved.
- c. An Event Attendance List must be completed and submitted with the Application for Payment. For a Camp, the Event Attendance List will be compared with the Participant Information Forms submitted.
- d. Any camp that shows less than 90% correlation between the Attendance List and the Participant Information Forms will be reviewed by the C&S Committee and the Committee will refuse part or all of the funding if it deems insufficient submission of Participant Information Forms.

8.3.6 Clubs & Societies Promotional Events

This Grant Category covers club expenses relating to an event, except for a General Meeting, held in a period designated by these Regulations or by motion of the C&S Committee to be a C&S Promotional Events Period. Unless provided for by a motion of C&S Committee, the following are C&S Promotional Events Periods:

- a. Orientation Weeks,
- b. the University Open Day, and
- c. the first two weeks of Semester 1 and of Semester 2.

To be eligible for any grants during a C&S Promotional Events Period, clubs must comply with deadline and advertising stipulations of C&S Committee. Where a club holds more than one event in a single in-semester C&S Promo Period (*Regulation 8.3.6.c* or stipulated by the C&S Committee), only one event (that is not a General Meeting) is eligible for C&S Promotional category funding.

A grant in this category must also comply with the requirements of a grant in the Functions category.

8.3.7 C&S Committee May Restrict Categories

To ensure limited funds are spent in the most efficient way possible, the C&S Committee may, by motion, place additional limits on grant categories. The limits C&S Committee may place are:

- a. closing off particular grant categories to new applications;
- b. reducing or increasing the proportion funded for grants of a particular size or category;
- c. reducing or increasing the maximum size of a grant of a particular category;
- d. reducing or increasing the per-student reimbursement for functions, excursions and camps;
- e. reducing or increasing the per-club grant cap.

These limits shall last until the end of the term of that C&S Committee, or until altered by motion. These limits shall apply equally to all clubs.

8.3.8 Symbols Used in Following Section

In the absence of a motion under *Regulation 8.3.7*, the following amounts are defined:

Symbol in Reg 8.3.9	Amount	Description
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A	\$3.00	Functions per-student reimbursement
B	80%	Event purchase proportion
C	70%	Asset purchase proportion
D	50%	Other purchase proportion
E	\$200	C&S Promo reimbursement
F	<i>Reg 8.1.d</i>	Maximum per club entitlement
G	\$10	Excursions per-student reimbursement
H	\$20	Camps per-student reimbursement
J	\$600	Annual C&S Promo category cap

Table 8.3.8[1]

8.3.9 Calculation of Funding Eligibility

To determine the amount reimbursed to a club, the following procedure is used. At each step, the entitlement of the grant will either remain the same or be reduced. The other symbols are defined in Table 8.3.8[1]. Each Application for Payment will be processed in the order submitted.

- a. *Reimburse No More Than Expenditure* Exclude from the invoices submitted with the Application for Payment all items not covered in the grant category. (Note: Clubs submitting such invoices may be subject to discipline under *Regulation 6.1.c*). If the club is registered for GST, the entitlement at this step is the GST exclusive amount of the remaining invoices; otherwise, it is the GST inclusive amount.
- b. *Grant Category Rules* Follow the appropriate procedure for the category:
 - i. *Functions* Take the number of University of Melbourne students who have signed Event Attendance Lists submitted with the Application for Payment. The entitlement at this step shall be that number multiplied by *A*, or the entitlement at the previous step (whichever is lower).
 - ii. *Purchases & Hiring (Events)* Multiply the entitlement by *B*.
 - iii. *Purchases (Assets)* Multiply the entitlement by *C*.
 - iv. *Purchases (Other)* Multiply the entitlement by *D*.
 - v. *Camps & Excursions* Check the attendance list and participant information forms as directed in *Regulation 8.3.5.d*. Then, tally the number of University of Melbourne student attendees who have completed indemnity forms. If the event is an excursion, then the entitlement at this step is that number multiplied by *G*. If the event is a camp, the entitlement at this step is that number multiplied by *H*. In both cases, the entitlement at this step may not exceed the entitlement at the previous step.
 - vi. *C&S Promotional* Maximum entitlement is the value of *E*. Clubs may submit an Event Attendance List for a bona fide Function, in which case *Regulation 8.3.9.b(i)* applies.
- c. *Single Grant Limit* The entitlement for any reimbursement shall not exceed:

Grant Category	Amount
Functions	\$500
Purchases & Hiring (Events)	\$500
Purchases (Assets)	\$500
Purchases (Other)	\$500
Camps & Excursions	\$400 for an Excursion \$800 for a Camp
C&S Promotional	\$200 (\$500 where Attendance Lists submitted)

- d. *C&S Promotional Events Cap* Entitlements in the C&S Promotional Grant Category shall be limited to the amount *J* per annum across all grants submitted by a club. Where a grant in the C&S Promotional Grant Category has been funded for more than the amount *E* on the basis of Event Attendance Lists, it is neither subject to this cap nor is it included in future calculations of this cap.

- e. *C&S Committee Austerity Measures* Follow any additional directions made by C&S Committee under *Regulation 8.3.7*.
- f. *C&S Committee Discipline* If, by motion and in accordance with these *Regulations*, the C&S Committee has directed that the grant be paid only up to a proportion of its eligibility, multiply the entitlement by that proportion.
- g. *Annual Entitlement Limit* Clubs will be paid grants only up to the maximum annual amount of *F*
- h. *Grants Budget* The entitlement of a grant will be paid only up to the amount remaining in the Clubs & Societies Grants Budget.

8.3.10 Event Attendance Lists

Where mentioned in these *Regulations*, an Event Attendance List must be filled out by those attending the event, and must contain names, student numbers, courses and signatures. Event Attendance List forms are available from the C&S Office.

9. Grievance Procedure

9.1 Attempt to resolve between parties

Should any grievance between clubs, or individuals within clubs, or between a University of Melbourne student and a club arise, parties shall be invited to meet and resolve the grievance within 21 days of notification.

9.2 Failure to resolve

Should parties subject to the grievance fail to determine a resolution within 21 days, or earlier should a club or individual request it, Clubs & Societies shall organise mediation to occur between the parties.

9.3 Appointment of Mediator

The Clubs & Societies Officer/s or their nominated representative shall appoint a certified mediator to facilitate mediation. The mediator shall not be a student of the University of Melbourne or have been so within the past 5 years.

9.4 Support during mediation

An individual may bring a support person to mediation. Any party identifying as coming from a disadvantaged or minority background is particularly encouraged to bring a support person from a relevant constituency. That support person may not be involved in the issue being mediated.

9.5 Timeline for mediation

A mediator shall be appointed within 5 days of Clubs and Societies receiving a request for mediation (*Regulation 9.2*). It is then up to the mediator and the parties subject to the mediation to determine a time to convene the mediation.

9.6 Right to privacy during mediation

If any individuals subject to mediation do not wish to meet face-to-face with any other parties subject to the mediation, the mediator must facilitate an alternative mediation process.

9.7 Members' sanctioned during mediation

If the parties involved fail to resolve the grievance in the process outlined in R9.1 and mediation is sought, all parties subject to the subsequent mediation shall have certain rights as a member of the club suspended until an outcome is determined through mediation, as defined in *Regulation 9.8*.

9.8 Rights suspended through mediation

Rights suspended under *Regulation 9.7* includes attendance at club events, with the exception of attending general meetings of the club, and committee and executive meetings

of the club and exercising their ability to vote and run in elections. Members subject to mediation will still have access to minutes from club meetings and other documents that they would otherwise have access to, as well as the ability to call for an SGM and to petition to expel a member from the club.

10. Code of Conduct

Clubs must abide by the code of conduct at all times.

Purpose

The Clubs and Societies Code of Conduct is a document that supports the fundamental goal of Clubs and Societies in fostering an inclusive and positive culture within and between clubs, in order to provide students with events and activities in a safe and welcoming environment.

This code requires club executives to:

- Agree to abide by the Code of Conduct
- Agree to abide by the Clubs and Societies policies and regulations
- Agree to abide by the University of Melbourne's conduct policies as they relate to students
- Acknowledge that Clubs and Societies may take disciplinary action against the club if there is a breach of the Code of Conduct, policies and regulations.

Scope

This code applies to the Clubs and Societies committee, clubs as entities, and the club executives as the students responsible for the running of clubs. The code of conduct serves as a guiding document for club operations in general. It covers expected behaviour while club business is being conducted, including events, communications with members, and the responsibility that the committee has to the Clubs and Societies department.

Values

These principles underpin the expected conduct of club executives. Clubs and Societies demonstrates its commitment to these values

Respect

Clubs and Societies seeks to treat everyone with courtesy and to be considerate towards others in all circumstances. Clubs and Societies promotes the wellbeing and safety of club members at all times.

Inclusivity and accessibility

Clubs and Societies aims to treat people fairly, and to work to create an environment that promotes mutual respect and accessibility. This involves being culturally inclusive, and actively working to be aware of the specialised needs of others and ensuring events are accessible.

Responsibility

Clubs and Societies seeks to be consistent in fulfilling any tasks and roles required of the position of a club committee member in a timely manner and to a satisfactory standard. This includes the respectful treatment of power relationships, and not misusing funds or other privileges provided by UMSU and Clubs and Societies.

Transparency and accountability

Clubs and Societies aims to act with integrity when dealing with all club matters and promotes a trusting relationship between all parties by communicating openly.

Regulations Appendix 1

Clubs & Societies Standard Constitution

Introduction

- h. This Standard Constitution is the minimum required standard of the Clubs & Societies Committee. All provisions of the Standard Constitution must be included in the constitutions of individual clubs.
- i. A club may make extra provisions for its constitution provided it does not conflict with the Clubs & Societies Regulations or the Constitution of UMSU.
- j. **Instructions for amending the Standard Constitution:**
 - i. At 1a and 2 insert the Name and Aims as submitted on the How to Affiliate A Club form and approved by the C&S Committee.
 - ii. Clauses 1b, 1c, 17 to 22 (inclusive) must be included without amendment.
 - iii. General Interest clubs must include clause 3a without amendment. Faculty/Departmental clubs may amend 3a to limit membership to the named faculty or department.
 - iv. General Interest clubs must remove references to the Education Officer at 5a and 8a.
 - v. The Clubs & Societies Officer(s) may permit amendments to clauses 3b to 16 (inclusive) and 23 of this standard constitution provided these amendments do not contravene the Clubs & Societies Regulations on required provisions of club constitutions.
 - vi. Amendments to clause 8 may ONLY be made to:
 - i) the date of the AGM, which may be set earlier in the year only,
 - ii) the reports to be presented. Additional reports may be required by the club,
 - iii) the electoral provisions.
 - vii. Clause 23 must be included but may be amended to name a Not For Profit organisation other than UMSU to which the club's remaining funds will be transferred if the club is wound up.

Standard Constitution

1. a) The name of the club shall be _____.
- b) This club is affiliated to UMSU Inc (UMSU) and anything in this constitution that conflicts with the constitution of UMSU or with the Clubs & Societies Regulations shall be null and void. In all matters not specifically dealt with herein, the Constitution of UMSU and the Clubs & Societies Regulations shall apply.
- c) During the course of affiliation with UMSU this club shall comply with any requirements of the Clubs & Societies Committee of UMSU for the provision of records and documents and shall be under a duty to apply any grant monies received from the Clubs & Societies Committee in accordance with any conditions imposed by such body.

2. The aims of the club are:

- i) _____

- ii) _____

- iii) _____

- iv) _____

3. a) Membership shall be open to all students of the University of Melbourne;
- b) Associate membership shall be open to any other persons who subscribe to the aims of the club.

4. A person shall be considered a member having:

- a) Paid a membership fee exacted at the committee's direction; and
- b) Completed a membership form as prepared by the committee.

5. The committee shall have the following members:

- a) An executive consisting of:
 - i) the President, who shall be a University of Melbourne student;
 - ii) the Secretary, who shall be a University of Melbourne student;
 - iii) the Treasurer, who shall be a University of Melbourne student;
 - iv) the Education Officer, who shall be a University of Melbourne student;
- b) Non-executive members consisting of three general representatives.

6. The committee shall have the following powers:

- a) Control over the finances of the club;
- b) Control over the activities of the club.

7. The committee is at all times bound by the decisions of a club general meeting. Any committee decision may be overturned by a club general meeting.

8. There shall be one Annual General Meeting every calendar year, which shall be held during the academic period, but no later than the end of September. At this meeting:

- a) Written reports shall be presented by the President and Treasurer and Education Officer and any other pertinent persons;
- b) Ratification of the club's constitution;
- c) Full financial report will be presented and adopted for the financial period from AGM to AGM;
- d) Elections will be held for a new committee, to take charge of the club from the close of the meeting;
- e) Other moved motions may be discussed and voted upon, with preference going to motions of which notice was given before the meeting;
- f) The club shall submit all the AGM documents to the C&S Office within two weeks of the AGM.

9. There shall be such general meetings as the committee sees fit, or as are petitioned. The procedure of such meeting will be as for the Annual General Meeting, except committee elections will not be held unless specifically notified.

10. If fifteen members, or one third of the membership, whichever is the smaller, should petition the committee for a general meeting, such meeting must be held within fifteen academic days, at a date to be set by the committee.

11. The quorum shall be:

- a) At a General Meeting or Annual General Meeting, a minimum of twenty University of Melbourne student members of the club.
- b) At a committee meeting, three committee members, at least one of whom must be a member of the executive.

12. a) The committee shall be required to give at least five academic days' notice of a General Meeting (GM), Annual General Meeting (AGM) or Special General Meeting (SGM). Such

notice must be email notification and given to both the Clubs and Societies Office and club members.

b) A committee meeting may be called by any executive member of the committee, subject to such limitations on notice and spending as the committee may from time to time set.

13. a) Voting in all meetings shall be democratic, with a simple majority sufficing for the passage of a motion. All tied motions are lost. No proxy voting shall be permitted.

b) Constitutional changes require a simple majority of members voting at a Special General Meeting or Annual General Meeting, and take effect immediately. These constitutional motions must be presented in writing to the committee at least five academic days before the meeting, and notice of these shall be given to the membership. Constitutional changes shall be approved by the UMSU Clubs & Societies Office Bearer(s) before they are presented to a general meeting.

14. Any committee member absent from two consecutive committee meetings without due cause or previous apology may, at the committee's discretion, be deemed to resign from her/his position by a motion of the committee, and a general meeting must be called to elect a successor.

15. If it is deemed that a committee member should be stood down, by a motion of the committee, or a petition bearing the names of at least fifteen members, impeachment proceedings will take place against the nominated committee member. At the next general meeting or Annual General Meeting, a motion shall be put to impeach the committee member, provided that at least five academic days' notice has been given to the membership and to the member concerned in writing. If this passed by a two thirds majority, that committee position will become vacant and a new election held immediately. The committee member to be impeached will be given at least five minutes to speak before the vote is taken.

16. If deemed by a motion of the committee, or a petition bearing the names of at least fifteen members, any member of the club can be expelled. The procedure is the same as for impeachment except that the result is the voiding of the person's membership. No member may be expelled on the ground of race, sex, gender or religion; political, moral or sexual views.

17. Any grievance that arises between a club and UMSU, a club member and another club member, or a club member and another University of Melbourne student is subject to the grievance procedure outlined in the UMSU Clubs & Societies Regulations. If the parties subject to a grievance are unable to meet and discuss the grievance and determine a

resolution within 21 academic days, the UMSU Clubs & Societies Officer/s or their nominated representative shall appoint a mediator to facilitate mediation. Parties subject to mediation will have certain rights as members of the club suspended until mediation is completed.

18. A motion to wind up the club must be written and notice of the motion is to be given in the agenda for the general meeting at which the winding up motion is to be decided. A winding up motion must be carried by an absolute majority.

19. In the event that the club is wound up, or ceases to be affiliated to UMSU the control of assets which have been 50% or more funded by UMSU Clubs & Societies Committee grants and which are less than 3 years old will revert to UMSU and be held in trust by UMSU Clubs & Societies Committee until such time that a club with the same aims is affiliated or a period of 18 months lapses.

20. In the event that the club has not been able to organise a quorate meeting within the 12 month period, the UMSU Clubs & Societies Committee may wind up the club by passing a motion to do so under the rules of UMSU. Any member of the club who wished to oppose the winding up of the club should make submissions to the committee. The decision of the committee is final subject only to appeal under UMSU rules.

21. For all purposes herein, an Academic Day will be considered as a day in the teaching period of Semester 1 and Semester 2.

22. The profits (if any) or other income and property of the club must be applied solely towards the promotion of the aims of the club as set out in this Constitution and no portion of it may be paid or transferred, directly or indirectly, to any member of the club whether by way of dividend, bonus or other profits. This does not prevent any payment in good faith by the club for the payment or reimbursement of out-of-pocket expenses incurred by a member of the club on behalf of the club.

23. If the club is wound up, any money remaining after the payment of all debts, liabilities and expenses must not be paid or distributed to the members but must be transferred to the C&S Committee of UMSU.

Regulations Appendix 2

Committee Election Procedure

1. Introduction

- a. This appendix describes the procedure for the conduct of the annual election of the voting members of the Clubs and Societies Committee and any election held to fill existing or expected casual vacancies.
- b. Notice of an election shall be given at the same time as notice for the meeting of the Clubs and Societies Council where the election is to take place.
- c. Any Clubs and Societies Council meeting may hold an election to fill existing or expected casual vacancies.
- d. An expected casual vacancy is one where a Committee member has given formal notice of their intent to resign on a specific date. The notice cannot be retracted after notice has been given of the election.

2. Nominations

- a. Nominations open at the commencement of the meeting.
- b. Any voting member of the Clubs and Societies Council may nominate by completing a nomination form as prepared by the Returning Officer.
- c. Nominations may not close unless 15 minutes has elapsed since the time of the meeting advertised on the meeting notice.
- d. Once the election has been reached on the agenda of the meeting and at least 15 minutes has elapsed since the advertised starting time of the meeting the Returning Officer should provide a final opportunity for members to nominate. The final opportunity must be taken immediately.
- e. The Returning Officer may then close nominations.

3. Candidate Speeches

- a. After the close of nominations candidates may give a short speech of no more than two minutes.
- b. After each speech questions may be put to each candidate for no more than three minutes.
- c. The Returning Officer and the Chair of the meeting are responsible for managing the time and conduct of each candidate speech.

4. Voting

- a. If there are more candidates than positions available, polling should take place as soon as possible.
- b. The order of the names on the ballot paper shall be randomised by the Returning Officer.
- c. The security, storage, issue and method of voting shall, in general, be as described in rules 30-37 of the UMSU Electoral Regulations, except there shall be no proxy voting and no postal voting. Votes may only be exercised by voting members who are present.
- d. The counting of the ballot shall be as soon as possible after all votes have been cast.
- e. Any candidate may act as a scrutineer for the ballot.
- f. The method of counting shall be optional preferential proportional representation with affirmative action, as described in rules 41-42 of the UMSU Electoral Regulations.

5. Casual Vacancies

- a. Affirmative action shall be applied to the filling of casual vacancies to ensure that the membership of the Committee is in accordance with rule 61(a) of the UMSU Constitution and rule 2.2.1.(a) of the Clubs and Societies *Regulations*.
- b. Where a person is elected to fill an existing casual vacancy their term commences immediately.
- c. Where a person is elected to fill an expected casual vacancy their term commences from the date of the expected casual vacancy.
- d. If an election is filling multiple casual vacancies the order in which those elected assume their role shall be the order in which they were elected, such that the first elected shall commence their term as soon as possible.
- e. Where the Clubs and Societies Committee is dismissed by the Clubs and Societies Council through *Regulation 2.2.4*, election of a new Clubs and Societies Committee shall take place in accordance with *Regulation 2.2.4.e*.
- f. Where either:
 - i. A member of the Clubs and Societies Committee is dismissed by a General Meeting subject to *Rule 31.1.b* of the Constitution, or
 - ii. A vacancy in the Clubs and Societies Committee arises less than five academic days before a meeting of the Clubs and Societies Council, that vacancy shall be filled at the next meeting of the Clubs and Societies Council.
- g. Where a vacancy in the Clubs and Societies Committee otherwise arises, that vacancy must be filled by countback election using the count sheets prepared by the Returning Officer for the election in which the vacating representative originally ran.
- h. This countback election shall be performed in accordance with section 19.3.1 – 19.3.6 of the *Electoral Regulations*, except that the Clubs & Societies Coordinator shall be substituted for the Senior Staff Member and that the Clubs & Societies Coordinator, rather than the Electoral Tribunal, shall declare the winning candidates elected.
- i. The Clubs & Societies Coordinator shall be responsible for the administration of this countback election.

6. Results

- a. The results shall be declared by email to all clubs and societies, on the Clubs and Societies website and on the Clubs and Societies noticeboard.
- b. The declaration must state that any candidate who was present as a scrutineer may appeal the results by writing to the Returning Officer within five academic days of the provisional declaration.
- c. If an error has occurred Returning Officer should amend the results, otherwise the appeal should be rejected.