

# UMSU Clubs and Societies Regulations

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**MOORES**

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## 1. INTRODUCTION

- (a) These Regulations should be read in conjunction with the Constitution, with particular reference to C12.
- (b) These Regulations detail the rules that govern clubs affiliated with UMSU. All clubs operate within the legal framework of these Clubs and Societies Regulations (**the Regulations**) and the Constitution. The Officer and Committee need to be familiar with them.
- (c) These Regulations are subject to the Constitution.
- (d) These Regulations are binding on affiliated clubs, the Officer, Staff Members, the Council and the Committee, who must 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.
- (e) Clubs must not 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. Any club deemed to have engaged in such behaviour by the Officer, Council or Committee may be subject to disciplinary action outlined in R6.
- (f) All correspondence and documents submitted to the C&S Office must be in English or translated.
- (g) 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.
- (h) Unless otherwise specified, in these Regulations a notice period specified in Academic Days:
  - (i) includes the day on which notice is given if that day is an Academic Day and the Notice is given before 5.15 pm, and
  - (ii) does not include the day for which notice is given, unless the meeting commences after 5.15pm.

## 2. GOVERNANCE STRUCTURE

The following Regulations should be read in conjunction with C12.

### 2.1 Clubs and Societies Council

- (a) A minimum of five Academic Days' notice must be provided to clubs to convene a meeting of the Council.
- (b) Each club committee shall nominate a voting representative to attend the Council.
  - (i) Such nomination must be submitted to the C&S Department in advance of the Council as advised in the notice.

- (ii) Where no nomination is received, the president or equivalent may attend the Council as the voting representative.
  - (iii) If the president is representing another club, any other committee member shall attend as the voting representative.
  - (iv) Where multiple committee members are nominated or attend on behalf of one club, constitutional order within the club shall determine the voting representative, with preference given in constitutional order.
- (c) Council members must arrive before ballots are distributed in order to receive a ballot.

## **2.2 Clubs and Societies Committee**

The Committee must not contain more than one member from the executive of any one club.

## **2.3 Election of the Clubs and Societies Committee**

- (a) The Committee must be elected by the Council annually in October.
- (b) The term of office of Committee members will be 12 months, commencing the December following their election.
- (c) The Returning Officer must oversee the election of the Committee.
- (d) The procedures for the conduct of the election set out in Appendix 2 must be followed.
- (e) Any decisions of the Officer or Staff Member in relation to an election can be appealed to the Returning Officer.

## **2.4 Access to documents**

- (a) 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 Staff Member, Officer, UMSU Office Manager, UMSU Administration Support Officer and the UMSU General Secretary. Access is only permitted for UMSU purposes.
- (b) Any member of a club may request a copy of their club's constitution.

## **2.5 Conflict of Interest**

### **(a) Officer must resign from club executive**

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

### **(b) Committee members may not vote for own club's grants**

- (i) Committee members may vote on motions to approve grant applications for clubs of which they are a committee member,

where the grant is designated as a Standard Grant in accordance with R8.1(s)

- (ii) Committee members must not vote on motions to approve grant applications from any clubs of which they are a committee member, that have been deemed by the Coordinator to contain irregularities or require exemption in accordance with R8.

### **3. CATEGORIES OF CLUBS**

There are two categories of clubs or societies:

#### **3.1 Faculty & Departmental Societies**

Faculty and Departmental Societies:

- (a) must consist of students of the given Faculty or Department of the University who fulfil the membership requirements of the club. A fee may be payable for membership;
- (b) may consist of other persons who may become members in the manner prescribed by the club. A fee may be levied upon these persons for membership;
- (c) must have an Education Officer in the executive committee. The role of the Education Officer is to:
  - (i) liaise with the Faculty or Department to update the club regarding subject changes, assessment alteration and other related topics; and
  - (ii) attend Faculty or Department meetings to discuss these topics; and
  - (iii) report back to the executive of the club on any decisions made;
  - (iv) liaise with the Education Officer of UMSU;
  - (v) be the contact point for career discussion for students; and
  - (vi) coordinate and facilitate educational based functions, seminars and workshops;
- (d) must provide educational representation and liaise with all students of the Faculty or Department; and
- (e) may apply for affiliation to UMSU.

#### **3.2 General Interest Clubs**

General interest clubs may:

- (a) consist of any 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; and
- (b) apply for affiliation to UMSU.

## 4. AFFILIATION

### 4.1 Timeline

- (a) The timeline for the affiliation process is set out in Appendix 3. One cohort of new clubs is affiliated each semester. The Department will provide clear guidance to each applicant group on the application deadlines.
- (b) Initial Application is open online from 9 am Monday of Week 0 Semester 1 and must be submitted no later than 9 am of Week 3 of Semester 2.
- (c) Groups which do not complete the process, including having their affiliation passed by the Committee, according to the schedule will forfeit their application and will have to reapply in the next affiliation period.
- (d) All business regarding the establishment of the new club will be conducted with the Contacts submitted in the Initial Application unless varied by writing to the Coordinator.

### 4.2 Initial Application

#### (a) Online Initial Application to Affiliate

To found a club and gain affiliation to UMSU, or to affiliate an existing club, the group must follow the application procedure as set out on the UMSU website. Initial application is made via the online form and once submitted, the affiliation application is presented to the Committee for initial approval.

#### (b) Reasons to Reject Affiliation

The affiliation application will not be accepted if:

- (i) the applicant group is incorporated and that incorporation would prevent the club from being bound by the Regulations;
- (ii) the applicant group has been disaffiliated under the terms of R6 in the previous 12 months;
- (iii) it does not have at least four substantially differing, legitimate, achievable and unambiguous aims, assessed at the discretion of the Committee;
- (iv) the application aims are deemed vague or unachievable;
- (v) it does not have at least four aims which differ substantially from the aims of an affiliated club;
- (vi) it has a name which does not reflect its stated aims;
- (vii) it has aims which are militaristic, sexist, racist, homophobic, or promote racial, sexual or religious discrimination;
- (viii) it does not contain details of at least two Contacts, who are both Students;



- (ix) the applicants have failed to fulfill any other procedural requirements for affiliation as stipulated by the forms;
  - (x) the anticipated regular activities of the club cannot be covered by UMSU public liability insurance;
  - (xi) the applicants cannot demonstrate upon request by the Committee that they are servicing a student demographic distinct from an existing club or society;
  - (xii) the Staff Member or Committee cannot transact the affiliation with the Contacts on a good faith basis;
  - (xiii) the applicant group is also affiliated to, is seeking affiliation to, or would be more appropriately affiliated to, MU Sport or UMSU's Union House Theatre;
  - (xiv) the applicant group is a collective formed under the Constitution;  
or
  - (xv) the applicants cannot demonstrate upon request by the Committee that they are providing a function and serving a student demographic that is distinct from a service or department within UMSU or the University.
- (c) **Overlapping groups**
- (i) Where two or more applicant groups in a single round of new club applications are overlapping in aims and/or proposed activities, the Committee will direct the two groups to merge.
  - (ii) Preference will then be given to:
    - (A) a revised combined application; or
    - (B) if no revised combined application is made, the application lodged first, except where one is clearly a subset of another, in which case the application with the broadest target demographic will be considered.

### 4.3 Constitution

- (a) The constitution must contain the Name and Aims approved by the Committee.
- (b) Staff will provide the Contacts with a draft club constitution prepared by inserting the Name and Aims in the Standard Constitution. They may accept the constitution provided or at least one Contact must attend a meeting with a Staff Member or Officer to vary and finalise the club constitution.
- (c) If exceptional circumstances exist, the Contacts may seek approval to adopt a constitution other than the Standard Constitution by submitting a written request and a draft constitution to the Department before the end of Week 5. The Officer will consider whether the non-Standard Constitution complies with these Regulations when assessing the request. Any non-Standard Constitution must:

- (i) be completed, including re-drafts, by the same deadline as though it were a Standard Constitution; and
- (ii) be approved by the Officer and Coordinator before it is presented to the club members; and
- (iii) comply with R5.1.

#### **4.4 Membership**

- (a) Before the group can proceed to the Inaugural General Meeting they must demonstrate interest from the student body by recruiting a minimum of 30 members.
- (b) All member recruitment shall be via the platform stipulated by the C&S Committee. Staff will provide timely guidance for and set up of membership products.
- (c) The Contacts shall set the membership fees at their discretion, which may be free, and may be varied upon affiliation for future members in the same year.
- (d) Any membership fees collected will be refunded if the club fails to complete affiliation.
- (e) The application will be forfeit and any membership fees refunded if at the deadline:
  - (i) the group does not have 30 student members (not including memberships granted for administration purposes); or
  - (ii) If 40% or more of the members are members of another single:
    - (A) currently affiliated club (not including Faculty or Departmental clubs); or
    - (B) club that has been disaffiliated under the terms of R6 in the previous 12 months.

#### **4.5 Inaugural General Meeting**

- (a) After the approval of the constitution, the group must hold an IGM prior to any other meeting being held.
- (b) The time for the IGM must be set in consultation with the Department to ensure a representative from Students' Council, Committee or a Staff Member can attend the IGM to Chair the meeting and act as the Returning Officer.
- (c) The representative will maintain custody any physical IGM attendance list, including taking it to the meeting and bringing it back to the Office immediately after the meeting.
- (d) **Procedure For Holding an Inaugural General Meeting**
  - (i) At least ten days before the proposed IGM, the Contacts must provide to the Department:

- (A) an electronic copy of the email addresses of all of the Expressions of Interest and other contacts and members of the club;
  - (B) the agenda of the IGM;
  - (C) three date and time options for the IGM, noting that the IGM must be held on campus on an Academic Day; and
  - (D) Any proposed variation to the election procedure set out in R4.5(e).
- (ii) At least five Academic Days before the proposed IGM, the Department will email notice of IGM to all of the Expressions of Interest, Contacts and members provided to the Department. The club may use this notice to create additional advertising, social media or communicate to contacts in any other language of the club's choosing.
  - (iii) The representative appointed under R4.5(b) will be the chairperson for the IGM and is responsible for:
    - (A) ensuring minutes of the IGM are taken;
    - (B) adopting an agenda;
    - (C) taking an Attendance List;
    - (D) ensuring that a quorum of at least twenty current Students who are also members of the club is reached;
    - (E) presenting and adopting the approved club constitution;
    - (F) electing the committee of the club as outlined in the club's constitution; and
    - (G) appointment of at least three bank signatories from among the newly elected executive.
- (e) **Procedure for Elections at Inaugural General Meetings**

The election procedure for the IGM will be as follows:

- (i) The representative appointed under R4.5(b) will be the Returning Officer for the IGM.
- (ii) All IGM elections must be held in open and democratic manner.
- (iii) Except in exceptional circumstances the nominations and election for the committee will take place at the IGM from among the attendees. The procedure of the election will be determined by the Returning Officer.
- (iv) If exceptional circumstances exist and the club wishes to take nominations before the IGM:

- (A) the procedure of the nomination process must be agreed with the Department before notice is given;
  - (B) the nomination procedure must be advised with the meeting notice;
  - (C) nominations must be submitted to the Department; and
  - (D) nominations must also be open at the IGM.
- (v) All executive positions must be filled at the time of the IGM election.

(f) **Documents To Be Provided to Department**

The following must be submitted to the Department within two weeks following the date of the IGM:

- (i) minutes of the IGM;
- (ii) club Executive Officers contact details;
- (iii) Income Tax Status form; and
- (iv) GST Status form.

#### 4.6 Affiliation

(a) **Coordinator to Make Recommendation to Committee**

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

(b) **Powers of Committee to Reject IGM Papers**

The 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.

(c) **Requirements Upon Affiliation**

- (i) Once a club is affiliated it must open a bank account which complies with R5.5.
- (ii) A club email address must be set up and provided to the Department. The Department will not publish personal email addresses as club contact addresses.

#### 4.7 Non-Parkville Clubs – Alternative requirements

The following exceptions to these Regulations apply for any club that advises in its application that it is a non-Parkville club:

- (a) The Committee may extend the deadlines for the Constitutional meeting/drafting and submission of IGM papers by up to two weeks.

- (b) If the IGM information session cannot be attended the club can request that the Department meets with them to discuss IGM requirements separately. This must be communicated to the Department before the IGM training.
- (c) If the application is made in Semester 1 the Committee can grant an extension which allows the IGM to be held in Semester 2.

## 5. MAINTAINING AFFILIATION

To maintain affiliation clubs must comply with the following Regulations. Clubs that do not fulfil the requirements without an extension from the Committee may be disciplined under R6.3(a).

### 5.1 Constitution

#### (a) Required Provisions of Club Constitution

A club's constitution must contain:

- (i) the following provisions of the Standard Constitution:

1(b)	No amendment
1(c)	No amendment
3(a)	General Interest clubs: no amendment Faculty/Departmental clubs may amend to limit membership to the named faculty or department
8	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) - the electoral provisions
17, 18, 19, 20, 21, 22	No amendment
23	Club may amend winding-up beneficiary

- (ii) provision for an Annual General Meeting (AGM) in conformity with R5.2;
- (iii) provision to comply with membership requirements in R5.3;
- (iv) the club's name and aims;
- (v) a definition of eligibility for membership of the club;

- (vi) the formal decision-making process of the club;
- (vii) provision for general meetings to overturn any committee decision;
- (viii) provision for the notification and convening of general meetings;
- (ix) the quorum requirement for general meetings;
- (x) provision for ordinary members to call general meetings;
- (xi) provision for a President or Club Convener, a Secretary, a Treasurer or a Secretary/Treasurer, all of whom must be Students;
- (xii) in the case of Faculty or Departmental Clubs, provision for an Education Officer (who must be a Student);
- (xiii) powers of the committee of the club;
- (xiv) provision for the annual election of the Committee;
- (xv) provision for all 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;
- (xvi) provision for impeachment of Committee members;
- (xvii) quorum requirements for meetings of the Committee;
- (xviii) provision for amendment to the constitution;
- (xix) provision for the expulsion of members, consistent with these Regulations;
- (xx) grievance resolution provisions and the provision to suspend members' rights where grievances are subject to mediation;
- (xxi) provision that the club is not for profit; and
- (xxii) provision for winding up indicating the club's preferred winding-up beneficiary.

(b) **Constitutional Amendments**

- (i) Proposed amendments to a club's constitution must be submitted to the Officer and Coordinator, in the format of the current clause, what the proposed clause will read and a brief outline explaining the rationale for the change.
- (ii) The Officer and Coordinator must approve the proposed changes before they can be considered by a club's General Meeting.
- (iii) Changes to the Name or Aims of the club must be approved by the Committee.

- (iv) If there is a dispute between the Officer and the Coordinator regarding the approval of any constitutional change, the matter will be referred to the Committee for a decision.
- (v) A club general meeting is required to ratify any changes.
- (vi) Constitutional changes take effect once they have been ratified by the club members at a general meeting.
- (vii) Constitutional changes may not be applied retroactively.

## **5.2 General Meetings**

### **(a) AGM to be Held Annually**

Each club must hold an AGM every calendar year. The AGM may be held during either academic semester, but no later than the end of September.

### **(b) Requirements for Notice of General Meetings**

Written notification of a General Meeting must be given to the Department and club members at least five Academic Days in advance. The notice must include the time, date and venue. While notice may be given in the language of a club's choosing, it must also be given in English.

### **(c) Membership List to be Current**

The Club Executive is responsible for providing a current membership list for the purpose of establishing quorum to the Returning Officer prior to a General Meeting.

### **(d) General Meetings to be Held on Campus**

The club must hold all General Meetings on the University campus on an Academic Day.

### **(e) Returning Officer**

- (i) All clubs must appoint a returning officer for any election.
- (ii) The returning officer must not be a nominated candidate. The returning officer must not nominate candidates or vote in the election.
- (iii) The returning officer is not required to be a member of the club or a current Student.
- (iv) The returning officer is responsible for the validity of the election.
  - (A) The returning officer must verify the General Meeting has met quorum in conformity with the Club's Constitution or else they must declare the election invalid.
    - I. The Returning Officer must confirm quorum of the General Meeting using the membership register provided for this purpose by the Club Executive.

- (B) If any position for a committee is contested, the returning officer must conduct an election for the position.
- (C) 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.
- (v) The returning officer must keep all records of the election for one month after the date of the Annual General Meeting.
- (vi) The Committee may, on the recommendation of the Officer, carry a motion appointing a returning officer for a General Meeting of any club.
- (f) **Club Committee Vacancies**
  - (i) All committee positions shall be vacated and opened to the members for election at the club Annual General Meeting.
  - (ii) Any casual vacancy in a club executive committee must be filled by election within 20 Academic Days. Any interim executive appointment is temporary.
- (g) **Process for Conduct of General Meetings**

The process of a club's General Meeting must include:

  - (i) the taking of an Attendance List;
  - (ii) the presentation and adoption of the Agenda for the Meeting;
  - (iii) minute-taking of the Meeting;
  - (iv) the consideration of any proposed amendment to the club's constitution;
  - (v) the ratification of the club's constitution;
  - (vi) written reports presented by President/Convener, Treasurer, Education Officer (applicable only to Faculty or Departmental clubs), and any other pertinent persons;
  - (vii) the presentation and adoption of a full financial report for the period from the previous AGM to the current AGM;
  - (viii) the election of the club committee as outlined in the club's constitution;
  - (ix) moved motions which may be discussed and voted upon, including the result of the vote; and
  - (x) appointment of bank signatories from among the newly elected executive.
- (h) **Documents to be Provided to Department**



Within two weeks of the General Meeting being held, the club must submit the following documentation to the Department:

- (i) agenda of the General Meeting;
- (ii) minutes of the General Meeting;
- (iii) meeting attendance list evidencing quorum for the General Meeting
- (iv) club constitution;
- (v) copies of the reports of the President/Convener, Treasurer, Education Officer, and any other any reports presented.
- (vi) If the General Meeting was an AGM,
  - (A) 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;
  - (B) contact details of the elected club executive;
  - (C) club membership list in conformity with R5.3(a) and R5.3(c);
  - (D) Income Tax Status form;
  - (E) GST Status form; and
  - (F) Sponsorship Declaration Form.

**(i) Power to Declare General Meetings Invalid**

- (i) Notwithstanding its powers to discipline a club pursuant to R6.4, the Committee may declare a club's General Meeting invalid if it fails to conform to R5.2. and all other Departmental attempts to bring the General Meeting into compliance with R5.2 have been exhausted.
- (ii) If the General Meeting is an AGM, and the Committee declares that meeting invalid, the Committee will require the Club to conduct the AGM again in accordance with R5.2 within 20 Academic Days of the decision being made. Failure to comply may result in disciplinary action subject to R6.

**5.3 Membership**

- (a) To evidence that a club is maintaining its minimum membership requirements of thirty Students, it must submit a membership list to the Department by 15 March every year.

- (b) The requirements of submission will be stipulated by the C&S Committee, including the details that must be collect from members and the manner of submission.
- (c) Membership lists must contain at least member's names, student numbers and courses.
- (d) Clubs must report all memberships.
- (e) Clubs must collect email addresses from new members for the purpose of complying with General Meeting notice obligations. These addresses shall not be submitted to C&S; and
- (f) Clubs that fail to submit the membership list in accordance with this Regulation will receive no funding until they submit the membership list in the correct format.
- (g) Clubs must observe the following membership regulations:
  - (i) any student or other person who supports the aims of the club may join.
  - (ii) a club may not expel a member for any reason which may constitute unlawful discrimination.
  - (iii) any affiliated club which refuses a person membership or expels any member must provide written notice of the decision to the Committee within two weeks.
  - (iv) a motion to expel a member from any club may only be brought at a properly constituted General Meeting of the club. Five Academic Days' notice in writing of such a motion must be given to all the members of the club.
  - (v) all full members of a club have equal rights.
  - (vi) clubs may only offer membership for a maximum of 12 months, which must expire at February Orientation each year.
  - (vii) clubs that have an overlap in membership of more than 50% may be directed to merge by the Committee.
  - (viii) 66% of club members must be Students.

#### **5.4 Provide Members' Activities**

- (a) The club must submit evidence each semester that the club has held at least two members' events or activities during the semester.
- (b) Evidence must be in form of an Event Attendance List or a statutory declaration of the number of Students in attendance.
- (c) The events must be attended by at least 10 Students and must directly relate to the club's aims.

- (d) Orientation events, constitutional General Meetings, and events held with another club are not members' events or activities for the purpose of this Regulation.

## **5.5 Club Bank Account**

- (a) The club must maintain a club bank account. The club will:
  - (i) provide the Department with the account name, number and BSB of the club's bank account;
  - (ii) transact all of its finances through the club bank account, noting that this does not preclude the club from operating properly recorded petty cash or making payments by reimbursement; and
  - (iii) update the account signatories at the bank within two weeks of any election if required.
- (b) The bank account must:
  - (i) be maintained at a bank branch on campus or Lygon Street;
  - (ii) have the club's on-campus mailing address as the account mailing address;
  - (iii) have at least three members of the club executive as signatories; and
  - (iv) 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 Required Standard of Conduct**

- (a) The standard of conduct required of the Committee, clubs as entities, and the club committee as the students responsible for the running of clubs is the standard of conduct described in the Clubs and Societies Code of Conduct.
- (b) The standard of conduct required of ordinary club members is the standard of conduct described in the University's Student Conduct Policy (MPF1324).

### **6.2 Scope of Authority**

- (a) The Committee has the authority to discipline clubs in accordance with RR 6.3, 6.4 & 6.5.
- (b) If the Committee receives a complaint about the conduct of individual members of a club which cannot be dealt with under R6.4(a)(vii), the Committee must refer the complainant to the University's *Complaints and Grievances Policy* (MPF1066).

### 6.3 Grounds for Disciplinary Action

The Committee may pass a resolution to use its disciplinary powers set out in R6.4 against any club which:

- (a) deliberately contravenes or fails to fulfil its obligations under these Regulations;
- (b) misappropriates funds;
- (c) has been financially mismanaged;
- (d) provides false information in order gain unfair advantage;
- (e) acts contrary to its own aims or deliberately breaches its own constitution;
- (f) fails to provide reasonable grounds for:
  - (i) refusing a Student or any other person membership;
  - (ii) expelling a Student or any other person from membership;
- (g) has a membership composed of less than 66% Students;
- (h) does not have at least thirty current Students as members;
- (i) fails to conduct its General Meetings in accordance with R5.2;
- (j) fails to comply with requests by Officer, Staff Member or the Committee to produce books, documents, records or other material;
- (k) promotes or engages in any discriminatory or violent acts as stipulated in R1(e);
- (l) publishes or distributes information promoting acts outlined in R1(e);
- (m) damages, defaces or steals the property of UMSU;
- (n) participates in or encourages unlawful activity;
- (o) defaults on the repayment of any debt to UMSU or the University, or to any outside organisation where the organisation approaches UMSU to extract payment;
- (p) is the subject of a complaint that the club's actions breach rules, policies or procedures for the use of Union House, North Court or other rooms and venues at the University;
- (q) fails to hold two members' events during an academic semester as defined in R5.4;
- (r) fails to attend training or information sessions deemed by a motion of the Committee as compulsory;
- (s) loses or damages an asset (as defined in R7.2(c)) before the end of its lifetime (being three years);

- (t) breaches University rules in a way that has a negative impact on the provision of facilities and services to all clubs;
- (u) persistently or seriously breaches Occupational Health and Safety obligations;
- (v) breaches the standard of conduct set out at R6.1;
- (w) fails to comply with a reasonable request by Officer, Staff Member or the Committee to act or cease acting in a particular manner affecting the interests of UMSU; or
- (x) acts in bad faith toward the Department or Committee.

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

#### **6.4 Disciplinary Powers**

- (a) Disciplinary action may include:
  - (i) a warning to the club regarding the conduct alleged;
  - (ii) suspension of any grant for a specified period, but no greater than twelve months;
  - (iii) withdrawal of permission for the club to use any or all of the facilities provided by UMSU for a specified period, but no greater than twelve months;
  - (iv) withdrawal of permission for the club to have any off-campus events where the club is responsible for serving alcohol, including camps;
  - (v) being placed on probation for a specified period, but no greater than twelve months. If the club performs any of the acts under R6.3 while on probation, it will result in compulsory disaffiliation or compulsory suspension of grants;
  - (vi) disaffiliation; or
  - (vii) for disciplinary action with grounds under R6.3(b), R6.3(c), R6.3(d), R6.3(k), R6.3(l), R6.3(m), R6.3(n), and R6.3(t), barring the responsible individuals from being on the executive of any club for a period of not greater than twelve months. If the individual is currently on the executive of a club, then they are deemed to have resigned and the club is required to hold a General Meeting to elect a new representative. If a 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.
- (b) Any club that is disaffiliated may not re-apply for affiliation for 12 months.

## **6.5 Discipline Procedure**

- (a) A resolution to discipline a club will not be considered by the Committee unless the resolution states the provisions of these Regulations which have been breached, and the proposed action to be taken is petitioned to the Committee by:
  - (i) two voting representatives of the Committee;
  - (ii) four members of Students Council; or
  - (iii) twenty Students.
- (b) The Committee must provide the proposed resolution to the club at least five Academic Days or fourteen ordinary days (whichever is lesser) before the meeting to consider the resolution.

## **6.6 Appeals against a decision to disaffiliate a club or society**

### **(a) 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 C16.2.

### **(b) Status of club until appeal is determined**

- (i) Once the Committee has passed a motion to disaffiliate a club or society, its affiliation with UMSU ceases upon the expiry of the period for an appeal.
- (ii) During the period for an appeal, a club that has not exercised its right to appeal is not entitled to any of the rights or privileges of affiliation to UMSU but will continue to be bound by its responsibilities under these Regulations.
- (iii) Notwithstanding the above, upon receipt of an appeal under C16.2, the original decision of the Committee is suspended until Students' Council determines the appeal. During this period the club 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 made a decision under C16.4.

## **6.7 Mediation Request by Club Committee**

- (a) Where members of a club's committee petition the Officer to intervene in a conflict that affects the administration of the club, provided the petitioners comprise at least one party from either side of the dispute, the club committee will be required to attend a mediation meeting at the next Committee meeting.
- (b) There must be five Academic Days or fourteen ordinary days' notice (whichever is the lesser) of the mediation, the purpose of which is to resolve internal problems to maintain the club's ability to administer itself. Under this Regulation, the Committee only has the power to:
  - (i) make recommendations; and

- (ii) deem any club committee member not attending the meeting without due apology to have resigned their position at the discretion of the Committee.

## **6.8 Winding Up**

The Committee may wind up 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 in line with the club's constitution.

## **6.9 Merging**

- (a) The 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 Department within five Academic Days of any general meeting that determines to merge clubs.
- (b) Following any resolution to merge, the committees of the merging clubs must meet to agree upon a name and set of aims to present to the Committee. The Committee will review the proposed name and aims, and approve or reject the proposed merger.
- (c) If the Committee approves the merge, an extraordinary general meeting will be called to adopt the new constitution and elect a new committee.
- (d) Notice of the extraordinary meeting will be given to the membership of each club, and to the Department.
- (e) The required quorum at the extraordinary general meeting will be 20 members of the combined membership of each club.
- (f) A representative from the Committee will chair the extraordinary general meeting and act as the Returning Officer for its elections. If the joint membership reject the new constitution at the extraordinary general meeting then the merger will be considered rejected.

## **7. OPERATING RESPONSIBILITIES**

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

### **7.1 Finance and Trading**

- (a) No club may hold itself out as UMSU or the Committee in any financial dealing.
- (b) UMSU will not honour any debts or expenses incurred by a club, except pursuant to these Regulations, the Financial Regulations and the determination of Committee.
- (c) Affiliated clubs must keep financial records listing income, expenditure, assets and liabilities.
- (d) No club may engage in ongoing competition with any services provided by UMSU.

## 7.2 Club Assets

- (a) Any asset of a club that:
  - (i) was purchased with funds comprising at least 50% of Committee grants to purchase; and
  - (ii) is less than 3 years old,
 is the asset of UMSU.
- (b) If any affiliated club is wound up or ceases to be affiliated with UMSU all assets of the club that satisfy R7.2(a), as determined above, will vest in UMSU to be held in trust until:
  - (i) a club with substantially similar aims is affiliated successfully and applies to the Committee for control of the assets, or
  - (ii) a period of 18 months lapses, following which the Committee may:
    - (A) select a club that it deems most suitable to receive the assets and transfer ownership to that club; or
    - (B) dispose of the assets through donation or sale.
- (c) An asset is defined as a single item or a group of items which have:
  - (i) lasting value to the club, with a purchase value exceeding \$50; or
  - (ii) a publication with a value exceeding \$15 retained by the club.
- (d) An asset will be listed for three years on the asset list held by the club and presented annually or upon request by the Committee to the Office. After three 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.
- (e) 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 fulfil to ensure that duty is met.

- (a) **Liability**
  - (i) Clubs are forbidden to enter into legal action that cannot be entirely funded from club sources and has not received approval from the Students' Council.
  - (ii) Clubs must ensure adequate insurance cover is in place for their event prior to event taking place.



- (iii) Clubs holding off-campus events (whether UMSU-funded or not) must notify the Department of the event and submit a certificate of currency (public liability) from venue or transport providers prior to the event.
- (iv) Sports events and off-campus activities may require extended insurance coverage.
- (v) Liability cover may not be granted to the event unless the appropriate forms are completed and submitted to the Department in line with R7.6.
- (vi) Editors and writers of any club publication are personally liable for defamatory material published, regardless of whether the publication is funded by UMSU.

(b) **Conflict of Interest**

- (i) A club's committee members must not profit or gain direct personal material benefit from their running of the club.
- (ii) No more than 20% of tickets can be sold in a club committee presale.

(c) **Sponsorship Contracts**

- (i) Clubs must not enter into sponsorship contracts which provide a platform for the promotion of private providers of services which are already available at no cost to students by UMSU.
- (ii) Sponsorship contracts must contain the following terms and conditions:
  - (A) the amount of funding the Club will receive from the Sponsor and the due date for receipt of the funding.
  - (B) a detailed description of the sponsor benefits.
  - (C) the full names of key personnel entering into the contract.
  - (D) a dispute settlement arrangement for allegations of breach of contract.
  - (E) 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.
- (iii) Clubs may not offer sponsors use of resources exclusive to UMSU clubs, including the following:
  - (A) free university room bookings, or the making of bookings on behalf of the organisation;
  - (B) personal details of members; or
  - (C) personnel presence at orientation events.

- (iv) Club committee members must not receive benefits for sponsorship contracts which do not equally benefit all club members.

(d) **Additional Requirements For Events With Alcohol**

- (i) At any club event where alcohol is present, including service by the club, service by a licensed venue, or BYO, the club shall:
  - (A) appoint a member of the Executive to be the Event Manager who shall be responsible for oversight of the event; and
  - (B) ensure safe, post-event transport options are available. This includes ensuring a well-lit passage from the venue to transport. If the event is held at the University campus, University security is available to escort students to taxis, cars, or tram stops; and
  - (C) have food and non-alcoholic refreshments available.
- (ii) The following obligations must be fulfilled by the club for events at which the club provides alcohol or for an advertised BYO event:
  - (A) The club must comply with the relevant alcohol policies of UMSU and the University.
  - (B) If alcohol is directly or indirectly sold a liquor licence must be obtained for the event.
  - (C) The Department must be notified at least two weeks prior to the event, using appropriate University or UMSU notifications regardless of whether funding is applied for or not.
  - (D) There shall be at least two club committee members present and supervising, who have completed certified Responsible Service of Alcohol training and provided a copy of their Certificate to the Department, noting that:
    - I. at least one of the club committee members must be an executive member; and
    - II. for events with over 200 participants/attendees at one time, the number of club committee members will be increased to three.
  - (E) A club must ensure all persons serving alcohol hold a Responsible Service of Alcohol Certificate.
  - (F) The club shall ensure no alcohol is sold or supplied to:
    - I. a person under the age of 18 years.
    - II. any person who is in a state of intoxication.

- (G) Where a person is in a state of intoxication at a club event, the club must eject that person from the event and the club may be held responsible and subject to discipline under R6.3(a).
  - (H) The club shall not permit intoxication, or any indecent, violent or quarrelsome conduct at the event.
  - (iii) Clubs holding events that involve alcohol (consumption, sale or give-away) assume responsibility for the behaviour of their members during such events.
- (e) **Additional Requirements for Events with Food**

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

- (i) The supervision of at least one executive member who has:
  - (A) successfully completed Safe Food Handling training offered by the Department;
  - (B) provided a copy of an externally obtained Safe Food Handling Certificate to the Staff Member; or
  - (C) completed the online course and provided the requisite evidence to the Staff Member;

prior to the event.
- (ii) The qualified supervisor must complete a food handling plan and submit it to the Staff Member one week prior to the event.
- (iii) Reliance on the online course is only accepted for short, isolated events. Certified training is required for extended events such as camp catering.
- (iv) Clubs must not serve food that will place consumers at risk of either bacteria or other contaminants, as determined by the Department.

#### **7.4 Disposal of Income and Profits**

(a) **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.

(b) **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 or the Committee of UMSU.

## 7.5 Taxation

All clubs must report annually to the Department regarding their Income Tax and GST status. Clubs are responsible for ensuring compliance with ATO requirements, seeking taxation advice if needed.

### (a) GST

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

### (b) Income Tax

Clubs that makes profits exceeding \$416 from non-mutual receipts, being non-member income, must register with the ATO to pay income tax.

## 7.6 Clubs Responsibilities When Running Camps and Excursions

(a) All camps and excursions run by clubs must comply with this Regulation, regardless of whether or not a grant is applied for.

(b) The following forms and documents must be submitted to the Staff Member:

<b>Form</b>	<b>Submission Deadline - no later than:</b>
Off-Campus Activity Form	Ten working days before
Certificate of Currency for venue and transport provider	Ten working days before
<b>For Camps only:</b>	
Liquor License, relevant UMSU alcohol service forms and an Alcohol Service Plan	Ten working days before
Safe Food Handling Plan and Food Service Plan	Ten working days before
Facilitators qualifications list and certificates (where applicable) including; First Aid, Mental health First Aid, Responsible Service of Alcohol, Safe Food Handling, Bystander Intervention and Prevention of Sexual Harm training, and Working With Children Checks; and indicating which Facilitators have agreed to the Camp Facilitator Code of Conduct	Ten working days before
Camp itinerary and roster (including First Aid and Wellbeing Officer duty roster)	Ten working days before
Risk Assessment	Ten working days before
Event Attendance Lists and Participant Information Forms	Forty-eight hours after return

(c) Liability cover cannot be approved unless all forms specified in R7.6(b) are completed and submitted to the Staff Member by the deadline.

- (d) Participant Information Forms must be completed by campers in advance of the commencement of camp, so that the information contained therein is available to camp facilitators as needed at the camp.
- (e) All camps must appoint a minimum of two designated Welfare Officers, with at least half identifying as a female or non-binary and who have attended either Bystander Intervention and Prevention of Sexual Harm Training or Sexual Assault Prevention Training or have a Mental Health First Aid Certificate (MFHA).
- (f) Clubs must fulfil the required ratio of facilitators who have attended Bystander Intervention and Prevention of Sexual Harm training:
  - (i) A minimum of one facilitator on every camp; and
  - (ii) A ratio of 1 facilitator for every 20 participants.
- (g) Clubs must fulfil the following requirements for facilitators with Level 1 First Aid qualifications:
  - (i) For camps under 40 participants: 1 facilitator
  - (ii) For camps of 40 participants and above: A ratio of 1 facilitator for every 20 participants.
- (h) For camps with participants under the age of 18:
  - (i) all facilitators on the camp must obtain a Working with Children's Check prior to the event.
  - (ii) Alcohol is not permitted on these camps.
  - (iii) The Risk Assessment must address Child Safety measures and strictly comply with UMSU's Child Safety Policy
  - (iv) Participant Information Forms from underage participants must be completed by the camper and their guardian in advance of the commencement of the camp.
- (i) All alcohol on club camps must be served under a liquor license. BYO is not permitted at club camps. A ratio of 1 RSA-qualified facilitator for every 20 participants is required.
- (j) If the camp or excursion is self-catered, food safety and service planning must be submitted to the Staff Member and the club must adhere to all relevant legal and other obligations.

## **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 Officer and Committee, however in consultation, the 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 Committee must be documented.

- (b) No club will be reimbursed without lodgement of an Application for Payment accompanied by:
- (i) tax invoices or receipts and proof of payment; and
  - (ii) where required, Attendance Lists, or a statutory declaration stating the number of Students in attendance at the event;

within deadlines stipulated by the Committee.

- (c) Any club which fails to lodge an Application for Payment form within two weeks may lose its entitlement or a percentage of its entitlement, to that grant, at the discretion of the Committee.
- (d) The maximum entitlement of any one club to the Clubs and Societies Grants Budget will be calculated according to the following formula:

<p><i>Maximum Entitlement =</i></p> $1.5 \times (\text{Grants Budget} \div \text{Number of Clubs}) + 500$
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where the:

- (i) Grants Budget means the total Grants budget line set by Committee;
  - (ii) Number of Clubs means the number of clubs affiliated to UMSU at the start of the calendar year; and
  - (iii) Maximum Entitlement will 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 for the same event or purchase, application can be made to the Committee for all participating clubs to receive the full category limit 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 divided equally among the applying clubs.
- (g) No grants will be provided for the purpose of an UMSU:
- (i) by-election;
  - (ii) annual election; or
  - (iii) referendum expenditure.
- (h) The Committee will not provide grants to bodies or events that are more appropriately funded by another UMSU departmental budget, including all collectives created under the Constitution. Clubs must declare any

anticipated income from any other departments when applying for Department grants.

- (i) Applications for payment for events with alcohol must include receipts for food.
- (j) Clubs are not eligible for credit in any form from any UMSU outlet.
- (k) Payment will not be made which exceeds the total of tax invoices and receipts submitted for reimbursement.
- (l) UMSU branding and logo usage requirements are as follows:
  - (i) All use of the UMSU Logo by clubs must be in accordance with the current Logo Usage Guidelines adopted as policy of the Committee.
  - (ii) All publications, other printed materials and websites funded by UMSU must have the UMSU Logo clearly displayed.
  - (iii) All events funded by UMSU must have the UMSU Logo or "funded by UMSU Clubs and Societies" clearly displayed on advertising materials and at the event.
- (m) A club that breaches the University's terms and conditions of venue use, 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 these Regulations.
- (n) Payment will only be made for those articles applied for in the Grant Application.
- (o) Any club function or event must be held on campus where possible. If a club wishes to hold an event off campus an exemption to this rule may be applied for, and granted by, the 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 (Public Liability) from the venue.
- (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 grant application will be accepted or rejected at the discretion of the Coordinator. Any variation on the grant must be advised in writing to the Staff Member 48 hours prior to the event or the grant will not be paid.
- (s) Where a Grant Application has been completed correctly in accordance with these Regulations and other administrative requirements set by the Department, submitted by the time specified in R8.2(a) and no

exemption is required under these Regulations, the Coordinator may designate the grant a Standard Grant.

## 8.2 Grants Applications

All affiliated clubs are eligible for funding. Grant Applications will open each year at a time set by the 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. The grant application process is as follows:

- (a) Complete a Grant Application in Clubs Online. Outside a promotional events period, the grant application must be received by the Department according to the following schedule:

<b>Grant Category</b>	<b>Submission Deadline</b>
Functions, Camps & Excursions, Purchases & Hiring (Events)	One week before event, except when it occurs in a Promotional Events Period
Purchases (Assets), Purchases (Other)	Before expenditure, except when it is for use in a Promotional Events Period

During a promotional events period, the grant application must be received by the deadline stipulated by the Committee for that period, which will be no later than the deadlines in the table above.

The Committee may waive these deadlines in exceptional circumstances.

- (b) The Grant Application will then be presented to the Committee for consideration at its next meeting. A representative of the club can attend the meeting.
- (c) The club will be notified by email when the Grant has been considered by the Committee.
- (d) The club should check Clubs Online for any conditions or restrictions placed on the Grant by the Committee.
- (e) Hold the event or make the purchase. Take an Attendance List at the event.
- (f) Complete an Application for Payment in Clubs Online by attaching tax invoices, receipts and Event Attendance Lists, within two weeks of the Committee grant approval date or the event date, whichever is later. Only Students will be funded.
- (g) The Application for Payment will be processed and forwarded to the Finance department for payment.
- (h) 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.



- (i) Clubs should contact the Coordinator with any questions regarding their entitlements.

### **8.3 Grants and Entitlements**

When applying for a grant, a club must 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:

#### **(a) Functions**

Functions Grants cover consumables for normal club functions, including general meetings, with reimbursement based on attendance of 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 rules:

- (i) Any admission charge for members must be no more than \$30.
- (ii) Except where an exemption is granted in accordance with R8.1(o), the event must be held on campus.
- (iii) If alcohol is being supplied and there is any charge for alcohol, food or entrance to the function, the event must also comply with liquor licensing law.
- (iv) All events on campus are subject to authorisation of venue use. Confirmation of approved booking must be attached in the Grant Application.
- (v) In the case that the club is applying for funding for an IGM the funding will cover only food and non-alcoholic beverages.

#### **(b) Purchases & Hiring (Events)**

Events Grants covers fixed costs associated with running events, including (but not limited to):

- (i) venue hire;
- (ii) event advertising;
- (iii) equipment hire; and
- (iv) additional insurance costs.

#### **(c) Purchases (Assets)**

Assets Grants covers club purchases that become assets in accordance with R7.2. This may include but is not limited to:

- (i) banners;
- (ii) purchasing publications;
- (iii) purchase of equipment for events; and

- (iv) other asset purchases that relate to club aims.

(d) **Purchases (Other)**

Other Grants 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:

- (i) branded items for sale or giveaways over multiple events;
- (ii) stationary;
- (iii) website hosting;
- (iv) club publications; and
- (v) membership cards.

Other Grants must relate to the administration of the club or the aims of the club.

(e) **Camps**

- (i) Camp Grants cover venue hire, catering, and transport. No other grants may be applied to the camp.
- (ii) Camps are subject to all of the requirements of R 7.6.
- (iii) Any camp that shows less than 90% correlation between the Attendance List and the Participant Information Forms will be reviewed by the Committee and the Committee may refuse part or all of the funding if it deems insufficient submission of Participant Information Forms.

(f) **Excursions**

- (i) Excursion Grants covers venue hire, entrance fees and transport. No other grants may be applied to the excursion.
- (ii) Excursions are subject to the requirements of R 7.6.

(g) **Promotional Events**

- (i) Promotional Grants cover club expenses relating to an event, except for a general meeting, held in a period designated by these Regulations.
- (ii) The following are defined as 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.
  - (D) The C&S Committee may set additional C&S Promotional Event Periods.

- (iii) To be eligible for any grants during a Promotional Events Period, clubs must comply with deadline and advertising stipulations of Committee.
- (iv) Where a club holds more than one event in a single in-semester Promotional Events Period, only one event (that is not a general meeting) is eligible for funding in this category.
- (v) Only one Promotional Events category grant may be applied for, for any single event.
- (vi) An event grant in this category must also comply with the requirements of a Functions Grant.

#### 8.4 Committee may Restrict Categories

To ensure limited funds are spent in the most efficient way possible, the Committee may, by motion, place additional limits on grant categories as follows:

- (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 will last until the end of that budget year, or until altered by motion, and apply equally to all clubs.

#### 8.5 Symbols Used in Following Section

In the absence of a motion under R8.4, the following amounts are defined:

Symbol in R8.6	Amount	Description
A	\$5.00	Functions per-student reimbursement
B	80%	Event purchase proportion
C	70%	Asset purchase proportion
D	50%	Other purchase proportion
E	\$200	Promotional reimbursement
F	<i>Reg 8.1(d)</i>	Maximum per club entitlement
G	\$10	Excursions per-student reimbursement

H	\$25	Camps per-student reimbursement
J	\$600	Annual Promotional category cap

## 8.6 Calculation of Funding Eligibility

To determine the amount reimbursed to a club, the following procedure is used.

- (a) *Reimburse No More Than Expenditure* Exclude from the invoices submitted with the Application for Payment all items not covered in the grant category. 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 Students who have signed Event Attendance Lists submitted with the Application for Payment. The entitlement at this step will 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* Check the Attendance List and Participant Information Forms. Then, tally the number of Student attendees who have completed Participant Information Forms. Multiply the number of Student attendees that completed Participant Information Forms by H. The entitlement at this step may not exceed the entitlement at the previous step.
  - (vi) *Excursions* Take the number of Students who have signed Event Attendance Lists submitted with the Application for Payment. The entitlement at this step will be that number multiplied by G, or the entitlement at the previous step (whichever is lower).
  - (vii) *Promotional* Maximum entitlement 100% or receipts up to the value of E. Clubs may submit an Event Attendance List for a bona fide Function, in which case R8.6(b)(i) applies.
- (c) *Single Grant Limit* The entitlement for any reimbursement must not exceed:

Grant Category	Amount
Functions	\$500
Purchases & Hiring (Events)	\$500
Purchases (Assets)	\$500

Purchases (Other)	\$500
Camps	\$1000
Excursions	\$500
Promotional	\$200 (\$500 where Attendance Lists submitted)

- (d) *Promotional Events Cap* Entitlements in the Promotional Grant Category will be limited to the amount J per annum across all grants submitted by a club. Where a grant in the 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) *Committee Austerity Measures* Follow any additional directions made by Committee under R8.4.
- (f) *Committee Discipline* If, by motion and in accordance with these Regulations, the 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.

## 9. GRIEVANCE PROCEDURE

### 9.1 Attempt to resolve between parties

If the Committee receives notice of any grievance between clubs, individuals within clubs, or a Student and a club, the parties will be invited to meet with the each other and attempt to resolve the grievance within 21 days of notification.

### 9.2 Failure to resolve

If the parties subject to the grievance fail to determine a resolution within 21 days (or earlier by request of a club or individual), the Committee will attempt to organise conciliation between the parties.

### 9.3 Members sanctioned during mediation

If the parties involved fail to resolve the grievance in the process outlined in R9.1 and conciliation is sought, all parties subject to the subsequent conciliation will have certain rights as a member of the club suspended until an outcome is determined through mediation, as defined in R9.7.

#### **9.4 Appointment of Conciliator**

- (a) The Officer or their nominated representative will determine whether the grievance can be conciliated by the Clubs Coordinator, or whether the services of certified mediator are required.
- (b) Where a certified mediator is required, the Officer or their nominated representative will attempt to facilitate mediation within five Academic Days of the request for mediation. The mediator must not be a Student or have been so within the past five years.

It is then up to the mediator and the parties subject to the mediation to determine a time to convene the mediation.

#### **9.5 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.

#### **9.6 Face-to-face 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 Rights suspended during mediation**

This suspension includes attendance at club events with the exception of:

- (a) attending general meetings of the club;
- (b) attending club committee and executive meetings; and
- (c) 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 a general meeting 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 club 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.

## 11. DEFINITIONS

- Words or expressions defined in the Constitution have the same meaning or effect as set out in the Constitution, unless the context otherwise requires or a conflicting definition is set out below.
- For the purpose of these Regulations, the following definitions also apply:

**“Academic Day”** means a university business day in the teaching period of Semester 1 and Semester 2 according to the University Calendar.

**“Attendance List”** and **“Event Attendance List”** means either:

- A record of attendance taken on the form available from the C&S Office or Clubs Online, that includes the name, student number, course and signature of all those attending; or

- (ii) A handwritten list including all the details of (i) but not on the C&S form; or
- (iii) An electronic attendance record taken at the event that includes the name, student number, course and a timestamp of arrival.

“**ATO**” means the Australian Taxation Office.

“**club**” means any club or society established under these Regulations.

“**club committee**” means the committee responsible for the governance and operations of any club established under these Regulations, except that in Appendix I (Standard Constitution) **committee** means the club committee.

“**Committee**” means the Clubs and Societies Committee.

“**Committee members**” means the members elected to serve on the Committee under R2.3.

“**Constitution**” means the current constitution of the UMSU Incorporated, and any reference to “C” immediately followed by a number refers to that section or subsection of the constitution.

“**Contacts**” means the people listed as contacts on the How to Affiliate a Club form which forms the basis of an application.

“**Coordinator**” means the Clubs and Societies Coordinator.

“**Council**” means the Clubs and Societies Council.

“**Department**” means the Clubs and Societies Department.

“**Expressions of Interest**” means expressions of interest provided by members or prospective members of a club in support of an affiliation application.

“**General Meetings**” means a meeting that takes place in accordance with the Club’s Constitution. It includes both annual general meetings and special general meetings.

“**Grant Category**” means a category of grant as set out in R8.3.

“**IGM**” means the Inaugural General Meeting of any new club.

“**Office**” means the Clubs and Societies Office.

“**Officer**” means the Clubs and Societies Officer, or if held by two people jointly, both Officers.

“**Promotional Events Period**” means events set out in R8.3(g) or passed by a motion in accordance with that Regulation.

“**Regulation**” means these clubs and societies regulations, and any reference to “R” immediately followed by a number refers to that regulation or sub regulation of these regulations.

“**Staff Member**” has the same meaning as defined in the UMSU Constitution.



“**Standard Constitution**” means the constitution provided at Appendix 1.

## **12. INTERPRETATION**

- (a) Where these Regulations are inconsistent with the Constitution, the latter prevails and the former to the extent of inconsistency is invalid. The inconsistent rule remains valid for all other purposes.
- (b) Where relevant and subject always to R11(a), these Regulations will be taken to interpret those parts of the Constitution dealing with clubs affiliated with UMSU.
- (c) Words or expressions defined in the Constitution have the same meaning or effect as set out in the Constitution, unless the context otherwise requires.
- (d) Provisions in the Constitution dealing with clubs affiliated with UMSU are incorporated by reference into these Regulations and have the same operation and effect as if set out in these Regulations in the form which they appear in the Constitution.

## APPENDIX 1

### CLUBS & SOCIETIES STANDARD CONSTITUTION

#### INTRODUCTION

1. This Standard Constitution is the minimum required standard of the Clubs & Societies Committee. All provisions of the Standard Constitution must be included in the constitution of an individual club.
2. A club may make extra provisions for its constitution provided it they do not conflict with the Clubs & Societies Regulations or the UMSU Constitution.
3. **Instructions for amending the Standard Constitution:**
  - (a) At 1a and 2 insert the Name and Aims as submitted on the How to Affiliate A Club form and approved by the Clubs & Societies Committee.
  - (b) Clauses 1b, 1c, 17 to 22 (inclusive) must be included without amendment.
  - (c) General Interest clubs must include clause 3a without amendment. Faculty/Departmental clubs may amend 3a to limit membership to the named faculty or department.
  - (d) General Interest clubs must remove references to the Education Officer at 5a and 8a.
  - (e) The Clubs & Societies Officer 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.
  - (f) Amendments to clause 8 may ONLY be made to:
    - (i) the date of the AGM – it may be set earlier in the year only;
    - (ii) the reports to be presented - additional reports may be required by the club; and
    - (iii) the electoral provisions.
  - (g) 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 will be [insert].
  - (b) This club is affiliated to UMSU Incorporated (UMSU). Anything in this constitution that conflicts with the Constitution of UMSU or with the Clubs & Societies Regulations will be null and void. In all matters not specifically dealt with herein, the Constitution of UMSU and the Clubs & Societies Regulations will apply.
  - (c) During the course of affiliation with UMSU this club will comply with any requirements of the Clubs & Societies Committee of UMSU for the provision of records and documents and will 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:
  - (a) [insert]
  - (b) [insert]
  - (c) [insert]
  - (d) [insert]
3.
  - (a) Membership will be open to all students of the University of Melbourne;
  - (b) Associate membership will be open to any other persons who subscribe to the aims of the club.
4. A person will be considered a member after having:
  - (a) paid any membership fee set by the committee; and
  - (b) completed a membership form as prepared by the committee.
5. The committee will have the following members:
  - (a) An executive consisting of:
    - (i) the President;
    - (ii) the Secretary;
    - (iii) the Treasurer; and
    - (iv) the Education Officer; and
  - (b) Non-executive members consisting of three general representatives.
  - (c) Nominees must be Students of the University to be eligible for election to the committee.
6. The committee has the power to control the finances and 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 must be one Annual General Meeting (AGM) every calendar year, which must be held during the academic period, but no later than the end of September.
  - (a) At this meeting:
    - (i) written reports must be presented by the President and Treasurer and Education Officer and any other pertinent persons;
    - (ii) the constitution will be ratified;
    - (iii) a full financial report must be presented and adopted for the financial period from AGM to AGM;
    - (iv) elections will be held for a new committee, to take charge of the club from the close of the meeting;
    - (v) other moved motions may be discussed and voted upon, with preference going to motions of which notice was given before the meeting.
  - (b) The club must submit all the AGM documents to the Clubs and Societies Department within two weeks of the AGM.
9. There may be as many Special General Meetings (SGM) per year as the committee sees fit, or as are petitioned. The procedure of such meeting will be the same as for the AGM (as far as is appropriate).
10. If 15 members, or one third of the membership, whichever is the smaller, petition the committee for a general meeting, that meeting must be held at a date set by the committee but within 15 Academic Days of receipt of the petition.
11. A quorum will be:
  - (a) at a SGM or AGM, a minimum of 20 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 must give at least five Academic Days' notice of a SGM or AGM. Notice must be by email and given to both the Clubs and Societies Department 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 will be democratic, with a simple majority sufficing for the passage of a motion. All tied motions are lost. Proxy voting is not permitted.
  - (b) Constitutional changes require a simple majority of members voting at a SGM or AGM, 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 will be given to the membership. Constitutional

changes must be approved by the UMSU Clubs & Societies Officer 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 their position by a motion of the committee, and a general meeting must be called to elect a successor.
15. Impeachment proceedings may take place against a committee member by motion of the committee or a petition bearing the names of at least 15 members. At the next SGM or AGM, a motion may be put to impeach the committee member, provided that at least five Academic Days' notice has been given to the membership and to the committee member concerned in writing. If the motion to impeach is passed by a two-thirds majority, the committee position will become vacant and a new election must be held immediately. The committee member to be impeached must be given at least five minutes to speak before the vote is taken.
16. A motion may be put to the membership to expel a member by a motion of the committee, or a petition bearing the names of at least 15 members. 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 for any reason which may constitute unlawful discrimination.
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 UMSU Clubs and Societies Regulations 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 Clubs and Societies Regulations. 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 UMSU Clubs & Societies Committee is final.
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. No portion of the profits, income or property 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 Clubs and Societies Committee.

## **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 Committee and any election held to fill existing or expected casual vacancies.
- (b) Subject to 5 of this appendix, notice of an election must be given at the same time as notice for the meeting of the Council where the election is to take place.
- (c) Any 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 Council may nominate by completing a nomination form.
- (c) Nominations may not close unless 15 minutes has elapsed since the start 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 must give a short speech of no more than two minutes. All nominees must declare past and current club committees they have been a part of during their nomination speech.
- (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 must be selected at random by the Returning Officer.

- (c) The security, storage, issue and method of voting will, in general, be as described in the UMSU Electoral Regulations, except there must 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 will be carried out 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 will be optional preferential proportional representation consistent with the UMSU Electoral Regulations.

## **5. CASUAL VACANCIES**

- (a) Where a person is elected to fill an existing casual vacancy their term commences immediately.
- (b) Where a person is elected to fill an expected casual vacancy their term commences from the date of the expected casual vacancy.
- (c) If an election is filling multiple casual vacancies the order in which those elected assume their role will be the order in which they were elected, such that the first elected will commence their term as soon as possible.
- (d) Where the Committee is dismissed by the Council, election of a new Committee must take place.
- (e) Where a member of the Committee is dismissed by a General Meeting subject to C8.2, that vacancy will be filled at the next meeting of the Council.
- (f) Where a vacancy arises out of Semester time it will be filled by a Countback Election.
- (g) Where a vacancy arises before notice of the Semester 1 Council has been given, the Council will be convened and shall fill the vacancy by election.
- (h) Where a vacancy arises after notice of the Semester 1 Council has been given and up until the end of September the vacancy shall be filled by a Countback Election.
- (i) Where a vacancy arises between the end of September and when notice of the Semester 2 Council is given, the Council shall fill the vacancy by election.
- (j) A Countback Election will use the count sheets prepared by the Returning Officer for the election in which the vacating representative originally ran. If there are insufficient candidates to fill the vacancy by Countback Election, an additional Council may be called.
- (k) This Countback Election must be performed in accordance with the Electoral Regulations, except that the Coordinator will be substituted for the Chief Executive Officer and that the Coordinator, rather than the Electoral Tribunal, will declare the winning candidates elected.
- (l) The Coordinator will be responsible for the administration of this countback election.



**6. RESULTS**

- (a) The results must be declared by email to all clubs and societies and on the Clubs and Societies website and 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.

## APPENDIX 3

## AFFILIATION TIMELINE

<b>Affiliation Stage</b>	<b>Date</b>	<b>Actions</b>	<b>Outcome</b>
<i>Initial Application</i>	Monday 9 am Week 0 Semester 1	Initial Applications Open	Application form is competed on the UMSU website
	Monday 9 am Week 3 each semester	Initial Application cut-off	Online application form must be complete to be considered in the Semester's cohort of applications.  Any further applications received in Semester 1 will be held until the next affiliation period. Late Semester 2 applications will be rejected and may apply again in the next year.
	Weeks 3 & 4 each semester	Committee considers all Applications	If approved, invitation to set up membership sales and to draft constitution issued.  If rejected, group is advised with reasons, resubmission invited for next affiliation period.
<i>Constitution &amp; Membership Recruitment</i>	Week 5 & 6 each semester	Constitution meeting/drafting	Groups that do not complete the constitution in these weeks will forfeit their application.
	Deadline Monday 9 am Week 7	Initial Member Recruitment	Clubs that do not recruit 30 student members by the deadline will forfeit their application.
<i>Inaugural General Meeting</i>	Week 7 each semester	IGM information session	Attendance by one or more Contacts is compulsory to receive guidance on conducting the IGM according to Regulations.

<b>Affiliation Stage</b>	<b>Date</b>	<b>Actions</b>	<b>Outcome</b>
	Friday 7 pm Week 12 each semester	IGM deadline	Department representative must attend IGM to Chair the meeting and Elections.
	Within two weeks of IGM date	IGM papers due	Any club that has not complied with either of these deadlines will forfeit their application.
<i>Affiliation</i>	Subsequent Committee Meeting	Committee hears recommendations from C&S Coordinator and formally affiliates or denies affiliation by motion	<p>Affiliated clubs are advised of outcome and all rights of affiliated clubs apply. Any club that is denied affiliation will be advised of the reason.</p> <p>If the 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.</p>
	Within 2 weeks of Affiliation	<p>Open club bank account</p> <p>Establish club email account</p>	<p>Open a bank account compliant with R5.5. Establish an email address for the club. Provide details of both to the Department.</p> <p>Clubs that do not submit both will be subject to immediate disciplinary action under R6.3(a)</p>