

# THE CLUBS & SOCIETIES DEPARTMENT

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| <b>Responsible Person:</b> | Ciara Griffiths |
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## The Clubs & Societies Department

Clubs are not just a great way to get free stuff (although they are that too), they're an integral part of many students' university experience. Clubs are one of the easiest ways to get involved, meet new people and basically have an awesome time. There are currently **over** 200 clubs affiliated to UMSU, with a combined membership of over 25,000 – all overseen by the Clubs & Societies Department!

The C&S Department takes on the massive role of looking after all these awesome clubs (and affiliating new ones!), making sure they are funded and resourced, but also ensuring they are fulfilling their own obligations to the Clubs & Societies Regulations. You'll find this Department at the heart of events like the Clubs Expo at orientations, running heaps of trainings for club executives, and providing non-stop support for all clubsters.

### Composition of the Clubs & Societies Department

The Clubs & Societies Department is composed of:

- One full-time equivalent, or two part-time equivalent Officer Bearers;
- The Committee;
- At least one Collective, open to any students, as facilitated by the Committee; and
- The Clubs & Societies Council, made up of a representative from each club or society.

### The Aims and Objectives of the Clubs & Societies Department

It is the responsibility of the Clubs & Societies (C&S) Officer/s and Committee to ensure that the aims and objectives of the C&S Department are upheld, through the means of events, projects, and/or campaigns implemented throughout their term. The aims and objectives of the C&S Department include:

- a) to assist in offering Students a vibrant university experience through the formation of clubs and societies;
- b) to oversee the registration and affiliation of clubs and societies to enable Students to access facilities, funding, grants and subsidies; and
- c) to encourage the active involvement of Students in clubs & societies.

# The Clubs & Societies Officer

## Roles and Accountability of the Clubs & Societies Officer

The Clubs & Societies (C&S) Officer must use their best endeavours to implement or carry out the Constitutional purposes of UMSU, the aims and objectives of the C&S Department and the decisions of the C&S Committee. The C&S Officer is accountable to, and subject to the direction of, the C&S Committee and Students' Council. The Officer must provide support and resources for their Committee and the Students' Council over the course of their term. All Officers must act in accordance with the requirements of UMSU's Constitution (together with all UMSU Policies and Regulations), the *Associations Incorporation Reform Act 2012* (AIR Act) and the requirements of the Australian Charities and Not-for-profit Commission (ACNC), including the ACNC Governance Standards. The C&S Officer must exercise reasonable care and diligence in carrying out their duties as a member of Council as well as all additional duties arising from their Office.

## Duties of Officer

The Clubs & Societies Officer of UMSU has an obligation to:

- Attend and participate in an induction program at the beginning of their term, as well as any ongoing trainings throughout their term.
- In conjunction with the C&S Committee, prepare and implement the departmental budget for their year in office.
- Engage in a courteous and respectful manner with members of Council, their Committee, and UMSU staff.
- Ensure they are accessible to students for a reasonable proportion of hours each week, with availability indicated on their office door and the UMSU website.
  - A reasonable proportion of hours per Office being approximately 25 per week, where held solely by a 1.0FTE Officer, or 15 hours per week per 0.6FTE joint Office Bearer.
- Have familiarity with and provide information and assistance to students with regards to UMSU Regulations and Policy.
- Ensure any C&S Department publications are compliant with the standards set out in the *Publishing Regulations, Student Media Policy, and Social Media Publishing Policy and Procedure*.
- Liaise with other UMSU Departments and student organisations to further the interests of students and the betterment of UMSU activities.
- Maintain the C&S Department web page with the actions and decisions made by the C&S Committee

- Liaise with grant applicants and recipients at the direction of the Committee.
- Attend and prepare appropriately for all Students' Council and Committee meetings, including taking the time to read and consider all papers in advance.
  - Students' Council and the C&S Committee both meet fortnightly within Semester and monthly during summer and winter breaks
- Attend and prepare appropriately for all Office Bearer meetings scheduled by the General Secretary.
- Attend and prepare appropriately for meetings of any Student Advisory Groups (SAG) in which the Officer is a member, including reporting back to the C&S Committee on any actions made.
  - See *Advisory Groups Policy* for list of SAGs, membership, and Terms of Reference.
- Attend, prepare appropriately, and facilitate where necessary, all Working Groups in which the Officer has either voluntarily committed, been directed by Committee or Students' Council, or is required by Regulation to participate.
- Facilitate the meetings of the C&S Committee, including determination of meeting schedule, preparation and distribution of notice and papers, chairing of meetings, and the recording and publishing of minutes.
- Report in writing to each ordinary Students' Council and Committee meeting an accurate summary of their actions and achievements, a record of monies approved for expenditure, funds expended, and reporting on any conferences attended in their capacity as an Officer, since the previous report.
- Compile an annual report for the Students' Council and the C&S Committee at the end of their term, summarising their actions and achievements throughout the year and relevance to the Department, an evaluation of the success or otherwise of events, projects and campaigns undertaken throughout the year, and any recommended Department actions to be considering for implementation by future Officers.
- At the end of their term, complete all handover duties reasonably required by the General Secretary.
- Act in accordance with the Council Charter at all times while in office.

If an Officer is unable to fulfil any or all of the above obligations due to extenuating circumstances or disability, supports with and/or adjustments of workload will be made available.

## Implementation

The C&S Officer is the heart of the C&S Department, elected to be the executor of all things facilitating the support of clubs and societies on campus. Collaborating with their Committee, Students' Council, the Clubs & Societies Council, the C&S Staff, other Departments, and external organisations, the C&S Officer will spend their term implementing the aims and objectives of the C&S Department through means of ongoing administration, fun events, projects, and/or campaigns. They will fulfil their fiduciary duties as an elected representative by acting honestly, in good faith, and through acting in the best interests of UMSU to the best of their abilities. The Officer will also uphold their obligations to the UMSU Constitution and good governance practices through facilitating regularly scheduled committee meetings, responsibly managing their department budget, and reporting back on their activities to the Committee, Clubs' and Societies Council, and Students' Council meetings. The C&S Officer will also assist their Committee in fostering and resourcing any Collectives existing within the Department. Finally, the C&S Officer above all will be, to their best capacity, accessible and available to clubs and students, and act in good faith as their elected representative.

## Time Commitment & Recognition of Services

The C&S Officer is expected to be accessible to students for a reasonable proportion of their weekly hours, as well as making themselves available for their commitments during semester times, including:

- Students' Council Meetings (fortnightly);
- C&S Department Committee Meetings (fortnightly);
- Officer Bearer Meetings (fortnightly);
- All scheduled training;
- All scheduled meetings of any Working Groups of which they are a member;
- All scheduled meetings of University committees of which they are a member;
- All events, campaigns, collectives, and/or projects in which they are coordinating;
- and
- General administration work in maintaining the Department.

For a sole 1.0FTE C&S Officer, the average time commitment is 25 hours per week. For an Office held jointly between two 0.6FTE C&S Officers, the average time commitment is **15 hours per week per Office Bearer**. *This figure is indicative and may vary on circumstance.*

In recognition of these services and activities, Officers are remunerated by honorarium, as set by Students' Council. The honorarium is an *ex-gratia* payment, i.e., an honorary reward for voluntary services. For 2022, the honorarium was set at **\$26 570** for an Office held individually, with Officers holding an Office jointly being remunerated 60% of the set honorarium per Office Bearer. Students' Council is responsible for reviewing honoraria as part of its annual budget process. Upon completion of their term, all UMSU elected representatives are also eligible for a Melbourne Plus digital credential.

[Melbourne Plus](#) is the University's program for recognising your participation in co-curricular activities and the capabilities you develop through them. Serving as an elected student representative is eligible for recognition through Melbourne Plus as it helps students develop their capability in *People Leadership*. When students have completed their terms, they will have the opportunity to reflect on how their time at UMSU helped develop this capability; and will receive a digital credential that is verified by the University of Melbourne. This credential can be shared across networks and students may use it, along with the reflection piece, to demonstrate and articulate their capabilities in the future.

# Clubs & Societies Committee Members

## Composition of the Clubs & Societies Committee

- a) Seven voting representatives, of whom at least half, rounded up, must be Women. If at least this number of candidates are not Women, those places not filled by Women may be filled by other candidates;
- b) The Clubs & Societies Officer/s as non-voting representative/s; and
- c) Up to three additional non-voting representatives co-opted by the Clubs & Societies Committee.

The C&S Committee must comprise of Members of UMSU who are on the Clubs and Societies Council. The Committee is elected by members of the Clubs and Societies Council.

## Roles and Accountabilities of Clubs & Societies Committee Members

The C&S Department has a Committee, known by the name of its Department. The C&S Committee must consist of the representatives elected, appointed, or co-opted to the C&S Department from the Clubs & Societies Council. The C&S Committee is responsible in the relevant area of activity to which the Committee relates for, in this case being supporting UMSU Affiliated Clubs and Societies. The role of the C&S Committee includes:

- a) The Clubs and Societies Committee must, in accordance with Regulations determined by the Students' Council:
  - i) affiliate clubs and societies with UMSU;
  - ii) administer funding of, and grants to, clubs and societies;
  - iii) review the financial operation of clubs and societies;
  - iv) provide an opportunity for conciliation of disputes;
  - v) consider, and where appropriate take action on, allegations of misconduct on the part of an affiliated club or society; and
  - vi) recommend Regulations to the Students' Council.
- b) The disciplinary powers of the Clubs and Societies Committee in relation to clubs and societies include probation, suspension of eligibility for grants, suspension of the right to use UMSU resources, and disaffiliation from UMSU. Disciplinary powers must be exercised only in accordance with the Regulations determined by the Students' Council.
- c) The Regulations must specify that, before the Clubs and Societies Committee may vote on a motion to discipline a club, that the club must be given notice of at least five

- (5) Academic Days or fourteen days (whichever is lesser) of the meeting of the Clubs and Societies Committee, including the provisions of the Regulations under which disciplinary action is proposed, and the action that is proposed to be taken.
- d) The Regulations must specify the rights and obligations of a club in the period of time between a motion of the Clubs and Societies Committee to disaffiliate that club, and the expiry of rights of appeal under rule 16.2.

The C&S Committee, whilst responsible for determining Policy and making decisions relevant to the C&S Department, is subject to Students' Council. The Students' Council has overall responsibility for UMSU and ultimate decision-making power, however, may, to the extent consistent with the Purposes of UMSU, have due regard to the decisions and/or recommendations of the C&S Committee regarding relevant determinations. The Students' Council may also make Regulations for the affiliation and regulation of clubs and societies. Furthermore, the C&S Committee, whilst responsible for determining Policy and making decisions relevant to the C&S Department, is subject to the Clubs & Societies Council. Any decision of the Clubs & Societies Council takes precedence over a decision of the Clubs & Societies Committee. A decision of the C&S Committee may not be amended or overruled by the Clubs & Societies Council within six months of the decision being made. All Committee Members must act in accordance with the requirements of UMSU's Constitution (together with all UMSU Policies and Regulations and the Clubs & Societies Regulations), the *Associations Incorporation Reform Act 2012* and the requirements of the ACNC, including the ACNC Governance Standards. The C&S Committee must exercise reasonable care and diligence in carrying out their duties.

## Duties of Committee Members

In addition to upholding the aforementioned responsibilities, each member of the C&S Committee has an obligation to:

- Attend and participate in an induction program at the beginning of their term, as well as any ongoing trainings throughout their term.
- In conjunction with the C&S Officer, prepare and implement the departmental budget for their year in office, ensuring that the financial affairs of the Department are managed responsibly.
- Engage in a courteous and respectful manner with members of the Committee.
- Have familiarity with and provide information and assistance to students with regards to UMSU Regulations and Policy, particularly the Clubs & Societies Regulations.



- Provide direction to their Officer towards the fulfilment of the Department's area of activity.
- Hold the C&S Officer accountable to their obligations as Office Bearer.
- Attend and prepare appropriately for all Committee meetings, including taking the time to read and consider all papers in advance.
  - The C&S Committee meets fortnightly within Semester and monthly during summer and winter breaks. Preparation and attendance of these committee meetings can range from 2-5 hours per fortnight.
- Elect representative(s) from the Committee to attend any Student Advisory Group (SAG) meetings in which the C&S Department requires representation, as outlined in the *Advisory Group Policy*.
- Act in accordance with the Council Charter at all times while in office.

If any Committee Member is unable to fulfil any or all of the above obligations due to extenuating circumstances or disability, supports with and/or adjustments of workload will be made available.

## Implementation

The C&S Committee is the body of the C&S Department, elected from and by the Clubs & Societies Council to represent, support, and facilitate clubs and societies on campus. Committee members will find themselves meeting regularly throughout the year with the Department Officer to make decisions around what events, projects, and/or campaigns the Department will run in order to encourage the active involvement of students in clubs and societies. Furthermore, the C&S Committee will fulfil their constitutional role to oversee the activities and facilitate the financing of UMSU affiliated clubs and societies, as well as oversee the registration and affiliation of new clubs and societies. Committee members should be familiar with the UMSU and C&S Regulations & Policies when making any decisions or actions, and act in UMSU and the Department's best interests at all times. The Committee will also foster and resource any Collectives existing within the Department. Finally, it is up to the Committee to ensure that the direction and activities of the C&S Department fulfil the Department's aims and objectives, to ensure that clubs on-campus get the fullest benefit the Department has to offer.

## Versioning

| TITLE             | PARA. AMENDED | APPROVAL DATE |
|-------------------|---------------|---------------|
| Statement Enacted |               | 07/12/2022    |

## Declaration

I acknowledge that I have read, understand, and agree to the role and responsibilities of my position as outlined in this document, and consent to act in the capacity of an elected representative of UMSU with effect from the date of my appointment or election.

I have read and agree to comply with the UMSU Constitution.

I have read and agree to comply with the UMSU Council Charter.

I have read and agree to comply with the Policies and Regulations of UMSU.

|                                    |  |      |  |
|------------------------------------|--|------|--|
| Elected Representative's Signature |  | Name |  |
|                                    |  | Date |  |