

# Clubs and Societies Regulations – Plain Language

*Last amended 26/11/18*

*Based on the UMSU Clubs and Societies Regulations, last amended 21/11/18*

## Contents

Introduction .....	4
What is this document? .....	4
Can this document change? .....	4
Are these the actual rules? .....	4
Who needs to be aware of these rules? .....	4
Who interprets these rules? .....	4
Is there anything that applies across the entirety of the rules? .....	4
How should I use this document? .....	4
Structure of the C&S Department.....	4
How are clubs and societies structured? .....	4
What is the Clubs and Societies Council? .....	5
What does the Clubs and Societies Council do? .....	5
What decisions can the Clubs and Societies Council and Students’ Council make? .....	5
What is the Clubs and Societies Committee? .....	5
When is the Clubs and Societies Committee elected? .....	5
How is the Clubs and Societies Committee elected? .....	5
What does the Clubs and Societies Committee do? .....	6
How can the Clubs and Societies Committee be removed? .....	6
How are clubs and UMSU related? .....	6
What about conflicts of interest? .....	6
Categories of Clubs .....	7
What types of clubs are there? .....	7
What are faculty and departmental societies? .....	7
What are general interest clubs? .....	7
Affiliation.....	7
What if I want to affiliate a new club? .....	7
How do I get my affiliation form approved? .....	7
How do I write a club constitution? .....	8
What is an inaugural general meeting? .....	8

How do I hold an inaugural general meeting? .....	9
How do I elect my first committee?.....	9
What do I do after my IGM? .....	9
How do I get final affiliation? .....	9
What happens after I am affiliated? .....	10
What if I want to affiliate a club that isn't based at Parkville? .....	10
Staying Affiliated .....	10
What do I have to do after being affiliated?.....	10
Constitution .....	10
What does my club constitution have to do?.....	10
What happens if my constitution doesn't have these things? .....	11
How do I change my constitution? .....	11
Annual General Meetings .....	11
How do I hold an annual general meeting? .....	11
How do I elect my new committee? .....	11
What do I need to do after the annual general meeting? .....	12
Membership.....	12
How do I maintain the correct membership?.....	12
What rules do I have to follow about who joins my club? .....	12
Activities.....	12
How active do I have to be as a club?.....	12
Bank Account .....	13
What do I have to do with my bank account? .....	13
Penalties for Clubs .....	13
Who decides on club penalties? .....	13
What types of penalties are there? .....	13
How are penalties issued? .....	14
What if I want to appeal a disaffiliation?.....	14
What if I have an issue between club members?.....	14
What if I want to end my club?.....	15
What if I want to merge my club with another club?.....	15
Club Obligations.....	15
What financial obligations do I have?.....	15
What asset obligations do I have? .....	15
What legal obligations do I have?.....	16
How should I deal with conflicts of interest? .....	16

How do I accept sponsorships?.....	16
What if there's alcohol at my event?.....	16
What if there's food at my event?.....	17
How do I handle income and profits?.....	17
What do I do with my bank account after winding up? .....	17
What do I do about tax? .....	17
When do I need to pay GST?.....	17
When do I need to pay income tax? .....	17
Do I have any obligations if I am running a camp or excursion? .....	17
Grants.....	18
What are grants? .....	18
What can't be funded with grants? .....	18
What will prevent me from receiving grants? .....	18
How much money can I have in grants in one year? .....	18
What is the difference between a standard and non-standard grant? .....	18
What if multiple clubs want a grant for the same event? .....	18
Do I have to thank UMSU for the grant at my event? .....	19
What if my event is off campus? .....	19
What if my event happens regularly?.....	19
How do I apply for a grant?.....	19
What happens after I apply for a grant?.....	19
What categories of grants are there? .....	19
How much money will I receive? .....	20
What if my grant was halved, or if I've been penalised?.....	20
What if the C&S department runs out of money?.....	20
Conduct.....	21
Are there rules about how club executives have to behave?.....	21
What is in the C&S Code of Conduct?.....	21
Grievances.....	21
How do I resolve issues between people in clubs, or between clubs, or between a person and a club, when I haven't been able to resolve it internally?.....	21
What if that doesn't work? .....	21
What rights do I have during mediation? .....	21
What happens if the mediation fails? .....	21

## Introduction

### What is this document?

This document contains all the rules for Clubs and Societies that are affiliated to UMSU. They also contain rules for the group that runs and administers Clubs and Societies: the C&S Committee.

### Can this document change?

This document is a “regulation” according to the Constitution of UMSU. That means that any changes have to be announced at least two weeks before they are voted on, and two thirds of voters (or “representatives”, which is what we will call them for the rest of this document) on Students’ Council have to vote in favour of the change. Usually, that number is fourteen, but that can change if there are vacancies on Students’ Council.

### Are these the actual rules?

This is a plain language version of the rules, which is called the “UMSU Clubs and Societies Regulations”. This document is meant to make those rules as clear as possible.

Sometimes, what is written in this plain language document might be slightly different from what is written in the actual UMSU Clubs and Societies Regulations. In that case, the UMSU Clubs and Societies Regulations overrule this document. However, every effort has been made to try and make this document as accurate as possible. This document is based on the UMSU Clubs and Societies Regulations as they were on the 21<sup>st</sup> of November, 2018.

### Who needs to be aware of these rules?

At the very least, the C&S Committee, and the C&S Officers, who run the department on a day-to-day basis, need to be familiar with these rules, as they say how they should perform their jobs. It might also be useful for clubs to be aware of these rules, as clubs also have to follow them.

### Who interprets these rules?

The C&S Committee interprets these rules.

### Is there anything that applies across the entirety of the rules?

No matter what, a club must treat all members equitably, no matter their background, identity, health status, origin or beliefs. Clubs also may never promote violence or hatred through militarism or discrimination, on the same basis.

All communication with the C&S department must be in English.

### How should I use this document?

Use this document if you have questions about how the rules of meetings work. Reading this document from start to finish will probably not be useful: the rules are long, and these are also long as a result. Instead, this document is intended to help with specific questions, which is why each heading addresses a potential question that you might have.

## Structure of the C&S Department

### How are clubs and societies structured?

At the top of clubs and societies (“clubs”, from now on) is the Clubs and Societies Council. The Council elects a C&S Committee every October, who manages the department when the Council isn’t sitting. The C&S Officers, who manage the department day-to-day, are elected separately, in an annual election that takes place at the beginning of September.

## What is the Clubs and Societies Council?

The C&S Council consists of one representative from every club affiliated with UMSU. Each representative has one vote.

The representative is the president, convenor or equivalent of a club, unless the club nominates someone else, or unless that person would end up representing more than one club at a time.

Nobody can be the representative of more than one club at a time.

## What does the Clubs and Societies Council do?

The C&S Council elects the C&S Committee, and can remove the C&S Committee if they choose. They hear reports from the C&S Officers, and meet at least once every semester. Meetings of the C&S Council have to be announced to club presidents at least five academic days (meaning days in which the University is teaching during semester one or semester two) before they occur.

## What decisions can the Clubs and Societies Council and Students' Council make?

The C&S Council's decisions overrule the decisions of the C&S Committee. Any decision that the C&S Council makes cannot be amended or overruled by the C&S Committee for six months.

The rules do not say, however, what decisions the C&S Council can actually take.

Students' Council is allowed to change these rules.

## What is the Clubs and Societies Committee?

The C&S Committee is a seven-person body that manages the department. At least three members must identify as women, unless there are not enough women candidates, at which point anyone can fill the last positions. Each of the seven people elected has one vote on the Committee.

The C&S Committee also contains the C&S Officers, who do not have votes. The Committee can also appoint up to three more people to sit on the Committee, but those people don't have votes.

The C&S Committee can have only one member from a particular club's executive.

## When is the Clubs and Societies Committee elected?

The C&S Committee is elected by the Council in October, and they serve from December 1<sup>st</sup> in the year they were elected to November 30<sup>th</sup> of the following year.

The person who ran the UMSU annual election runs the C&S Committee election.

Anyone who has a vote at the C&S Council can nominate themselves to run for the C&S Committee. During the vote, nobody is allowed to hold another person's vote ("proxy").

During the election, all nominees have to say which club executives they currently are a member of.

## How is the Clubs and Societies Committee elected?

At the start of the C&S Council meeting, you can begin to nominate to be a member of the C&S Committee. Nominations cannot close until at least fifteen minutes pass. Once that happens, the person running the election can give one final opportunity to nominate, and then may close nominations.

After that, nominees can give a speech of two minutes, and can be asked questions for three minutes. Once all speeches occur, people present with a vote can vote. The votes will be counted as soon as possible, and the new C&S Committee takes office from December 1<sup>st</sup>.

The way that voting works is optional proportional preferential, which means that you have to rank the candidates, but that you don't have to rank every candidate if you don't want to, and that parts of your vote are used for several candidates depending on how you ranked them and how others ranked them.

### What does the Clubs and Societies Committee do?

The C&S Committee can affiliate clubs to UMSU, approve funding and grants to clubs, review the finances of clubs, give clubs and club members opportunities to resolve issues, deal with misconduct by clubs, and recommend changes of these rules to Students' Council.

Any decision that the C&S Officers or staff members take can also be appealed to the C&S Committee.

### How can the Clubs and Societies Committee be removed?

If twenty clubs or 20% of all clubs (whichever is smaller) sign a petition asking for the C&S Committee to be removed, and give it to the General Secretary, the General Secretary must hold a meeting of the C&S Council.

The General Secretary must hold this meeting within fourteen days (including weekends and non-academic days) of receiving a petition, and must announce when and where it will take place at least five academic days before it takes place.

At the meeting, the C&S Council will debate and vote on whether the C&S Committee should be removed.

If at least half of all clubs (including those who are not attending the meeting) vote in favour of removing the C&S Committee, the Committee is removed, and an election for a new Committee takes place.

If less than half of all clubs vote in favour, even if this is only because not enough clubs attended the meeting to vote, the Committee is not removed.

### How are clubs and UMSU related?

Each club must give the name and contact details of two members to UMSU, so that UMSU can communicate with the club.

However, UMSU cannot make clubs structure themselves differently in any way, except for what is required under these rules.

All club documents submitted to UMSU can only be accessed by C&S staff, the C&S Officers, the UMSU Office Manager, the UMSU Administration Support Officer, and the UMSU General Secretary. This access must be for UMSU purposes.

The one exception is a club's constitution, which any member of the club can request from the C&S department.

### What about conflicts of interest?

The C&S Officers must resign from all club executives they are a member of when they begin their term. They are not allowed to stand for election to any club executives until they finish their term.

If they are a committee member of a club which has submitted an "irregular" grant application (which means that under these rules, it either requires an exemption, has been completed incorrectly, or has been submitted late), a member of the C&S Committee is not allowed to vote on

that grant application. However, members of the C&S Committee are allowed to vote on grant applications if they are “standard” grants (which means that none of those three categories is relevant), even if that person is a committee member of a club that has submitted a standard grant application.

## Categories of Clubs

### What types of clubs are there?

There are two types: faculty and departmental societies, and general interest clubs. Both can be affiliated to UMSU.

### What are faculty and departmental societies?

Faculty and departmental societies (“faculty clubs”) have members from the relevant faculty or department of the University, as well as other members. They can charge membership fees for both.

They also have an “education officer”, whose job it is to liaise with the relevant faculty or department, keep the club up to date with course changes, and to meet with the faculty or department to discuss those things. They also liaise with the UMSU education officer, and coordinate education-based functions, like seminars and workshops.

Finally, they provide educational representation to members of the relevant faculty or department.

### What are general interest clubs?

General interest clubs are any clubs that are not faculty or departmental clubs. They have members from the University and from elsewhere, who support the aims of the club and can be members of the club.

## Affiliation

### What if I want to affiliate a new club?

To affiliate a club, you need to submit an affiliation form by 4:30pm on the Friday of week 3 in a semester. Then, if the C&S Committee approves your form, you need to write a club constitution, with help from the C&S department. You must then attend an “inaugural general meeting information session” in week 8, which teaches you how to hold an inaugural general meeting. You must then hold an inaugural general meeting by 7pm on the Friday of week 12, and submit the paperwork within two weeks of completing the inaugural general meeting.

If you complete all of this successfully, the C&S Committee may choose to fully affiliate the club. At this point, you will be asked to open a club bank account and create a club email address, at which point the process is complete.

The requirements are slightly different for clubs which are not “based at Parkville”, which means that two-thirds of your University student expressions of interest are from students who are not based at the Parkville campus.

### How do I get my affiliation form approved?

You should collect a form at the beginning of semester and fill it out. The form is created by the C&S Committee, and can change every year. Usually, you will be asked to provide a description of your club, the aims of your club, and expressions of interest from people who are interested in your club, amongst other things. You must submit your form by week 3.

If you have filled in the form correctly, and your club does not break any of the rules, your form may be approved. However, there are many reasons why you may not have your form approved. The full list of reasons is:

- a. Your club is incorporated (already a company), in a way that would stop you from having to follow these rules;
- b. At least 40% of your expressions of interest are already members of another general interest club;
- c. Your club was disaffiliated less than twelve months ago;
- d. At least 40% of your expressions of interest were members of a club that was disaffiliated less than twelve months ago;
- e. The C&S Committee thinks that the aims of your club are not different, legitimate, achievable or unambiguous;
- f. The aims of your club are not different from the aims of another affiliated club;
- g. The name of your club doesn't reflect your club's aims;
- h. Your club's aims are militaristic, racist, sexist, homophobic, or promote discrimination;
- i. You haven't provided legible contact details of two University students as contacts;
- j. You haven't provided legible signatures and contact details of fifty expressions of interest from University students;
- k. You haven't followed any other procedures needed by the form;
- l. The activities your club wants to do cannot be covered by UMSU's insurance;
- m. The C&S Committee asked you to explain how you were different to an already existing club, and you could not;
- n. The C&S staff or Committee do not think they can affiliate you on a "good faith" basis;
- o. Your club would be better placed with MU Sport or Union House Theatre, or already is;
- p. Your club is a "collective" that was created by the UMSU Constitution;
- q. The C&S Committee asked you to explain how you were different to something that UMSU or the University does, and you could not; or
- r. The aims or activities of your club would break UMSU's policies or Constitution.

If you and another applicant have submitted forms for the same club idea, the C&S Committee will ask you to work together on creating a single club. If you then submit a combined application, they will consider it; otherwise they will consider the one they received first, unless one application is clearly the broadest of the applications, in which case they will consider that one.

### How do I write a club constitution?

The C&S department will offer you chances to prepare your constitution, and will give you time to make an appointment to do so. Your club will most likely use the "standard constitution", with the name and aims of the club you submitted. There can be some edits to the standard constitution for your club, but they cannot be significant.

If you have a reason to use a constitution that is substantially different, you can apply to use a non-standard constitution. You have to complete this by the same time as constitutions are due. You must finish your constitution by week 7.

### What is an inaugural general meeting?

An inaugural general meeting ("IGM") is the first time your club meets as an organised group. In it, you approve the constitution, elect the first committee, and start your club.



### How do I hold an inaugural general meeting?

First, you must attend an IGM training session, which will teach you how to run the meeting.

Then, you must set a time and date for your IGM. You should do this in consultation with the C&S department, as they need to provide someone to help you run the meeting. Your IGM has to take place on an academic day, on University grounds.

At least six academic days before the IGM, you will need to give to the C&S department an electronic copy of the expressions of interest, contacts and members of the club, what the membership fee is, what the agenda of your IGM is, the date, time and place of your IGM, and if you will have a different election procedure to the one in these rules.

The C&S department will email everyone you provided to the department about the IGM five academic days before it happens. You can also start advertising and using social media at this time, and in any language.

The person that the C&S department provides to help you run the IGM will run the meeting. You need to also make sure that notes of what happened at the meeting are taken (“minutes”); that the agenda is adopted correctly; that you take an attendance list which includes names, student numbers, courses and signatures; that there are at least twenty University students who are club members in attendance; that the constitution is adopted; that a committee is elected; and that you complete a membership list according to these rules.

### How do I elect my first committee?

The C&S representative will run the election.

All elections must be open and democratic, and unless there are exceptional circumstances, only members who are present can vote, and only members who are present can nominate and be elected. The C&S representative will decide how the election runs.

If there are exceptional circumstances, you must agree how nominations will work at least six academic days beforehand with the C&S department, and that process will be emailed to all contacts. Nominations have to be submitted to the C&S department, and nominations cannot close before the elections.

You must elect all executive positions.

### What do I do after my IGM?

You have two weeks after your IGM to submit your agenda; your minutes; the details of your club executive; an income tax status form; a GST status form; and a membership list that you completed according to these rules.

### How do I get final affiliation?

Once all your documentation is submitted, the C&S Coordinator (who is a staff member) will make a recommendation to the C&S Committee. If the Committee votes to affiliate your club, you will be officially affiliated from that moment.

The C&S Committee is allowed to reject your IGM if you ask to hold it again, or if due process was broken.

## What happens after I am affiliated?

Once you are affiliated, you need to open a bank account according to these rules and provide its details to the C&S department. You also need to open a club email address—you cannot use a personal email address.

## What if I want to affiliate a club that isn't based at Parkville?

If two-thirds of your University student expressions of interest are not based on the Parkville campus, then you will only need thirty expressions of interest. The C&S Committee may also choose to give you up to a fortnight longer to write your constitution, and upon request before IGM training, the C&S department may meet with you separately to train you in holding an IGM.

If you apply in semester one, the C&S Committee may also give you an extension to hold your IGM in semester two.

## Staying Affiliated

### What do I have to do after being affiliated?

Once you are affiliated, you must meet requirements to stay affiliated. If you fail to meet the requirements, and do not request an extension from the C&S Committee, your club might face penalties.

The things you must do include having a club constitution that follows these rules, holding an annual general meeting every year according to these rules, having enough members according to these rules, holding enough activities and events according to these rules, and having a bank account according to these rules.

## Constitution

### What does my club constitution have to do?

Your constitution has to contain certain things in it. Those things include:

- a. Certain sections of the standard constitution, depending on whether you are a general interest or faculty club;
- b. That your club has to hold an annual general meeting;
- c. That your club has to meet these rules' membership requirements;
- d. Your club's name and aims;
- e. Who is eligible to be a member;
- f. How decisions are made in the club;
- g. That general meetings can overrule the committee;
- h. How general meetings are announced and run;
- i. That ordinary members of a club can call a general meeting;
- j. That your club has a president, secretary and treasurer, who are all University students;
- k. What your committee can do, how it is elected, how people can be removed and how many people have to attend committee meetings;
- l. How the committee is elected and that the election must be democratic;
- m. How to amend the constitution;
- n. How to expel members in a way that doesn't break these rules;
- o. How to resolve issues between members, and how to suspend the rights of members if mediation is needed;
- p. That the club is not for profit; and
- q. How to end the club and give funds to the club's chosen body or group.

If you are a faculty club, you also have to include an education officer who is a University student.

What happens if my constitution doesn't have these things?

You will need to amend your constitution to be in line with the rules. If you do not, your club might face penalties.

How do I change my constitution?

To change your constitution, you need to submit your changes to the C&S department with an explanation for the change. If both an officer and the C&S coordinator approve the change, you then need to follow your club's constitution on how to approve the amendment at a general meeting of your club.

If the C&S Coordinator and an officer disagree, the C&S Committee will approve or reject the amendment. If your amendment is rejected in either circumstance, you will not be able to make the change.

After this, if a general meeting approves the change, it takes effect immediately. However, it cannot be applied retrospectively.

## Annual General Meetings

How do I hold an annual general meeting?

You must hold your annual general meeting in either semester, but no later than the end of September. You must first announce the general meeting's time, date and venue at least five academic days before the meeting. You must announce this in English, but you may also use additional languages if you like. You must tell the C&S department about this as well, in the same time frame.

You must hold your annual general meeting on University grounds, on an academic day.

At your annual general meeting, you must adopt your agenda; ensure that notes ("minutes") of the meeting are taken; take an attendance list that includes names, student numbers, courses and signatures; consider any constitutional amendments and accept the current constitution; receive written reports from each executive member of the committee; accept a financial report; elect a new committee; appoint new bank signatories from the executive; and debate and vote on any other issues raised.

How do I elect my new committee?

The elections for your committee are run by a person who the annual general meeting selects, called a "returning officer". They are responsible for running the election in a valid way, and must hold an election for each position that has more nominees than there are positions.

The returning officer does not have to be a member of the club, or a University student. The returning officer is not allowed to be a nominated candidate, and cannot nominate candidates or vote.

The returning officer decides how the election is run; if the returning officer is using a "secret ballot" (where people vote using slips of paper or another method that makes the identity of each voter secret), each vote must be signed by the returning officer, or it cannot be counted. The returning officer must also keep records of the election for one month after the annual general meeting.

If the election breaks these regulations, the C&S Committee may make the election invalid, and instruct the club to hold a new election within twenty academic days of the instruction. The C&S

Committee may also, if the C&S Officer recommends it, vote to appoint a returning officer for a general meeting of any club.

#### What do I need to do after the annual general meeting?

After your annual general meeting, you have two weeks to submit documentation about the meeting to the C&S office. That documentation includes the agenda and minutes of your meeting, the attendance list, the constitution, copies of any reports presented, the financial statement and list or statutory declaration of any UMSU funded items or assets, bank statements showing the opening and closing balances of the committee's period, contact details of the new executive, a club membership list, an income tax status form, a GST status form, and a sponsorship declaration form.

Not submitting any of these items might result in penalties.

#### Membership

##### How do I maintain the correct membership?

You need to submit a full membership list by the 15<sup>th</sup> of March. Memberships expire in the orientation week of the year after they were registered, which means you must submit a new membership list every year. You cannot offer multi-year memberships.

You must submit your membership list to the C&S office in the way that the C&S Committee asks for. This can vary, but will always include names, student numbers and courses. If you do not submit your membership in the asked for format, you will not be able to receive funding until you fix it.

##### What rules do I have to follow about who joins my club?

Anyone who supports the club's aims may join. You cannot expel any member because of identity, belief or background, if the member supports the club's aims. Every member of your club has equal rights.

If you refuse membership to someone, or expel any member, you must justify your decision in writing to the C&S Committee within two weeks or face penalties.

If you do want to expel a member, you have to do so at a general meeting. You have to announce that you will attempt to expel someone five academic days before the meeting, and you must notify all members of that.

At least two-thirds of your membership must be University students. If you and another club have an overlap of at least half of your members, the C&S Committee might ask you to merge into a single club.

#### Activities

##### How active do I have to be as a club?

You need to have evidence of at least two events or activities per semester. Each event has to have at least ten University student attendees, and each event has to relate to your club's aims.

Your evidence must be in the form of event attendance lists. In exceptional circumstances, you can use photos or a statutory declaration, but the C&S Committee can choose to allow or not allow this/

Orientation events, general meetings, and events held jointly with another club do not count.

## Bank Account

What do I have to do with my bank account?

You must have a bank account at a bank on campus, and your club's on campus mailing address has to be the account's mailing address. At least three members of your executive must be signatories, and you must require at least two signatories to withdraw any funds.

You must provide the C&S department with your account name, number and BSB. You must also use the bank account for all club financial transactions, but in saying that, you are allowed to carry properly recorded petty cash, and you are allowed to pay for something personally and be reimbursed later.

## Penalties for Clubs

Who decides on club penalties?

The C&S Committee decides on all penalties for clubs. They may take action if a club:

- a. Breaks these rules deliberately;
- b. Misuses funds or mismanages funds;
- c. Provides false information to get an unfair advantage;
- d. Acts against its aims or breaks its constitution deliberately;
- e. Cannot give a reasonable reason why it refused someone membership or expelled a student;
- f. Has a non-University student membership larger than one-third of its full membership;
- g. Does not have at least thirty University students as members;
- h. Does not follow the instruction of the C&S Committee, an officer or a staff member to provide books, documents, records or other materials;
- i. Promotes or takes any discriminatory or violent acts that these rules refer to;
- j. Publishes or distributes information promoting those discriminatory or violent acts;
- k. Damages or steals UMSU property;
- l. Takes or encourages criminal activity;
- m. Defaults on a debt owed to UMSU or the University, or to any other organisation if the organisation asks UMSU for payment;
- n. Is complained to have broken Union House or North Court policy;
- o. Doesn't hold two members' events or activities;
- p. Doesn't attend compulsory training or information sessions;
- q. Loses or damages an asset before it is three years old;
- r. Breaks University rules which results in all clubs' access to University facilities and services being negatively impacted;
- s. Persistently or seriously breaches their occupational health and safety obligations; or
- t. Has aims, activities or a purpose which would stop a new club from being given initial approval to affiliate with UMSU.

The C&S Committee is not allowed to threaten penalties or issue penalties for any other reason.

What types of penalties are there?

The C&S Committee can suspend funding and grants to a club for up to twelve months; not allow a club to use UMSU facilities for up to twelve months; not allow a club to have any off-campus events where the club is responsible for providing alcohol (including camps); place a club on "probation" for up to twelve months (which means a second penalty will mean automatic disaffiliation or suspension of grants); or disaffiliate a club.

If a person misuses or mismanages funds; provides false information to gain an unfair advantage; promotes, takes action, or publishes or distributes information promoting action that is violent or discriminatory; damages or steals UMSU property; takes or encourages criminal activity; or breaks University rules which results in all clubs' access to University facilities and services being negatively impacted, the C&S Committee can also ban that person from being on the executive of any club for up to twelve months, and can force that person to resign from any club executives they are a member of. Any vacancies caused by this must be filled by a general meeting.

### How are penalties issued?

No penalty can be considered unless a petition is given to the C&S Committee. A petition is valid if two voting members of the C&S Committee, four members of the Students' Council or the C&S Council, or twenty students sign it and state both the action that can be penalised and the penalty they would like to be issued.

Once a valid petition is received, the affected club has to be notified at least five academic days or fourteen ordinary days (whichever is smaller) before the meeting of the C&S Committee that will debate the petition.

The C&S Committee will debate the petition, and vote on the petition. If the petition is successful, the penalty will be applied; if the petition is unsuccessful, the penalty is not applied.

If a club is disaffiliated because of this, they cannot apply for reaffiliate for twelve months. When a club is disaffiliated, they lose the privileges of affiliation immediately.

### What if I want to appeal a disaffiliation?

The Constitution of UMSU lets clubs appeal a decision of the C&S Committee to disaffiliate them. To do so, clubs need to notify the General Secretary of their appeal within five academic days or fourteen ordinary days, whichever is smaller.

Clubs can only appeal for one of three reasons. Those reasons are that there is not enough evidence that these rules were broken, that disaffiliation is too severe a penalty given the types of rules broken and the track record of the club, and that these rules were broken in the process of disaffiliation, unfairly hurting the club.

If a club appeals, their disaffiliation is suspended until Students' Council can consider it, and they are entitled to all the privileges of affiliation. Students' Council cannot consider the appeal until five ordinary days after the appeal is received, but has to debate the appeal at its next meeting after that.

If the appeal is successful, the club is affiliated. If the appeal is unsuccessful, the club is disaffiliated as if they never appealed.

### What if I have an issue between club members?

If a conflict is affecting the running of a club, two or more members of the club's committee can apply to the C&S officer for mediation. The club committee must then attend the next C&S Committee meeting that is at least five academic days or fourteen ordinary days (whichever is smaller) after the petition is received.

The mediation is non-binding, and is to help resolve internal issues that affects the club's running. The C&S can only make recommendations, but can choose to force any club committee member who does not attend to resign their position.

### What if I want to end my club?

To end (or “wind up”) your club, you have to follow the procedure outlined in your constitution, and agree to wind up at a general meeting. If the meeting is valid, and your club agrees to wind up, the wind up process will begin. If your meeting is not valid because not enough people have attended, the C&S Committee can wind your club up for you.

### What if I want to merge my club with another club?

If a majority of the members of two or more clubs agree to merge, including members who did not vote and members who did not attend the general meetings which agreed to merge, the C&S department must be notified within five days of each meeting.

The committees of the clubs must then meet to decide a name and aims, and should give this to the C&S Committee. If the Committee agrees, then an extraordinary general meeting is held to accept the constitution and elect a committee.

The extraordinary general meeting must be announced to the members of each club and to the C&S department. At least twenty members of the combined memberships of each club must attend the meeting.

A C&S representative will run the meeting and run the elections. If the extraordinary general meeting rejects the new constitution, the merger is cancelled.

## Club Obligations

Your club has some financial and legal obligations, as well as obligations about your club assets.

### What financial obligations do I have?

You can't use UMSU's or the C&S Committee's name in financial dealing, or compete with UMSU services. If you incur debts, UMSU won't cover them, unless these rules and the C&S Committee says otherwise.

You need to keep records of what you spend, what you receive, what you owe and what you possess. If you would like grants to be paid to people or groups other than the club, your treasurer needs to authorise that.

### What asset obligations do I have?

An asset is an item or a group of items that has lasting value to the club. It is also worth at least \$50 in value, or is a publication kept by the club worth at least \$15.

UMSU owns any asset which it paid at least 50% of, if it is less than three years old. This means that if your club is not associated with UMSU at any stage, your asset returns to UMSU for eighteen months or until a club with the same aims affiliates and wants control of the asset. After eighteen months, the C&S Committee can give the asset to the most suitable club, or donate or sell it.

You have to report your assets to the C&S department every year for three years, and present it annually or when the C&S Committee asks you to. After three years, the asset is no longer owned by UMSU, and this no longer applies.

You can donate publications to the Rowden White Library if the Senior Library Officer thinks it is appropriate.

## What legal obligations do I have?

You can't enter into legal action that your club can't entirely fund.

If you are holding an off-campus event, you need to let the C&S department know, so that the insurance is adequate. You also need to obtain a "certificate of currency" from the venue or transport providers, and give it to the C&S department before the event.

If extended insurance coverage is needed, you will need to submit the appropriate forms, or cover might not be given. You must have adequate insurance cover before your event happens.

Editors and writers of publications are responsible for all material they publish, including if it is defamatory, no matter where its funding has come from.

## How should I deal with conflicts of interest?

You must make sure that no committee members profit or get a personal material benefit from the running of the club. You must also not receive benefits from sponsorships, unless they are equally available to all members.

You also must not sell more than 20% of event tickets in a committee presale.

## How do I accept sponsorships?

In your sponsorship contract, you must have the following terms and conditions:

- a. How much funding you will receive, and the due date for receiving it;
- b. What benefits the sponsor will receive in return;
- c. The full names of the people entering into the contract;
- d. How disputes will be settled if the contract is breached;
- e. How the contract will be mutually terminated, including the right to end the contract if UMSU's reputation might be damaged if the sponsor continues their relationship with the club.

You can't offer the sponsor anything exclusive to UMSU affiliated clubs, including university room bookings, member details, or a presence at orientations. The sponsorship contract must also not be a conflict of interest.

## What if there's alcohol at my event?

You need to have at least one executive and one other committee member with Responsible Service of Alcohol ("RSA") certificates provided to the C&S department at the event. If there are more than 200 people, you need to have a third committee member with an RSA. In addition, everyone serving alcohol must have an RSA.

You cannot serve alcohol to people under 18 years of age or people who are intoxicated. You also must not let intoxication occur at your event, or let anyone be indecent, violent or quarrelsome. If you allow intoxication at a club event, you may be penalised.

You must have non-alcoholic refreshments available on request, and must provide a safe, well-lit path from campus to transport. You also need to follow the alcohol policies of UMSU and the University. You are responsible for the behaviour of your members during and directly after alcoholic events.

You have to let the C&S department know two weeks in advance of events that involve alcohol, including if it is a BYO event.



### What if there's food at my event?

If you are serving anything other than pre-packaged shelf-stored items of food, you have to make sure that supervision of food serving happens, so that safe food practices occur. You can do this by having at least one executive member present who has completed Safe Food Handling ("SFH") training and provided the certificate to the C&S office, or by having at least one executive member who has completed the online SFH course.

The online course is only good for short, isolated events. Extended events, such as camp catering, require a certificate.

You must not serve food that would put consumers at risk of contaminants. You must also submit a food handling plan to the C&S department one week before your event.

### How do I handle income and profits?

If you receive any income or profits, you must put them towards the aims of your club. You cannot pay your members for anything except the reimbursement of expenses on behalf of the club.

### What do I do with my bank account after winding up?

After you have paid all your debts and liabilities, you must give your remaining funds to another not for profit organisation as written in your constitution, or to the C&S Committee.

### What do I do about tax?

You must complete an income tax self-assessment after every annual general meeting, which will instruct you on how to deal with your tax affairs. If you need to submit anything to the Australian Tax Office, you must give copies to the C&S Coordinator.

### When do I need to pay GST?

Once your annual income is \$150,000 or higher, you must register with the ATO to pay GST.

### When do I need to pay income tax?

Once you make more than \$416 in profit (excluding member income), you must register with the ATO to pay income tax.

### Do I have any obligations if I am running a camp or excursion?

You need to submit a food handling plan if you are self-catering the event. You also need to submit, five working days before the event, an off-campus activities form, a certificate of currency for the venue, a first aid roster, and a welfare leader form. If you are holding an overnight event, you also need to submit participant information forms 48 hours after you return.

Liability cover can only be approved if all forms are submitted by the deadline.

You also need to have at least two leaders attending the C&S Camp Welfare Workshop, one of whom must identify as a woman or as non-binary, for camps of twenty participants or fewer. For camps with more than twenty participants, you must have a ratio of one leader to every twenty participants attending, one of whom must identify as a woman or as non-binary.

You must also have one leader with Level 1 First Aid qualifications for camps with less than forty participants, or one leader for every twenty participants with the same for camps with forty participants or more.

If participants are under 18, all leaders must have a Working with Children's Check, and you may not have alcohol on the camp.

You must have a liquor license for camps with alcohol. You and your participants may not BYO.

## Grants

### What are grants?

Grants are funding given to clubs so that clubs can hold events and activities. Every affiliated club is entitled to grants, as long as they follow these rules. Every club is entitled to every category of grant, unless there are limits to how much money is available, in which case the C&S Committee is allowed to restrict the types of grants available, or reduce the amount of money that is granted overall.

### What can't be funded with grants?

Grants for things that aren't about the club's aims can't be funded. Clubs also can't use grants for any UMSU election, by-election or referendum, or for things that would be better funded by UMSU. Grants must finally be over \$5; grants cannot be funded for less.

### What will prevent me from receiving grants?

A club that doesn't submit an application for payment form by two weeks after their event or after the C&S Committee approved the grant (whichever is longer), along with any tax invoices and attendance lists when needed, can't receive that grant. The C&S Committee can grant an exemption to this in exceptional circumstances.

Grants that involve alcohol need to include receipts for food, otherwise the grant can't be issued. Grants that result in damage of property, grounds, or equipment, or break policy surrounding those, also can't be given.

You can only receive grants for the things you apply for—you can't get grants for things you haven't applied for.

### How much money can I have in grants in one year?

Each year, the available money for grants changes, according to several factors. The rules state that the total that any one club can claim is equal to the money set aside by the C&S Committee for grants, divided by the number of clubs affiliated to UMSU at the beginning of the year, multiplied by 1.5, plus 500. This usually sets a limit of roughly \$2,000 to \$3,000, but this can change from year to year.

### What is the difference between a standard and non-standard grant?

There are two different ways to describe grants: whether the grant is "standard" or not "standard", and for what purpose the grant is.

A standard grant is a grant that follows these rules. A non-standard grant is a grant that breaks at least one of these rules. Standard grants are usually approved without discussion by the C&S Committee, while non-standard grants are usually discussed by the C&S Committee before a decision is made.

### What if multiple clubs want a grant for the same event?

Multiple clubs can apply to the C&S Committee to fund a joint event, and to both receive full funding for it. If that fails, the grant will only be as large as the limit for one club, and that grant has to be split equally amongst the clubs.

### Do I have to thank UMSU for the grant at my event?

If you are printing or publishing anything with a grant, it has to have the 'affiliated to UMSU' logo clearly displayed. If you are holding an event with a grant, you have to have that logo or a 'funded by UMSU C&S department' poster clearly displayed.

### What if my event is off campus?

You should try to have your event on-campus if possible. You are allowed to apply for an exemption in writing if this won't be possible, but you don't need to apply for an exemption if you are holding a camp or excursion, or hiring a venue.

Any off-campus event needs to have a certificate of currency submitted.

### What if my event happens regularly?

You can submit one grant application for a regular event, with all the dates for that event, to receive grants for each event. It might be accepted if alcohol is not involved or if a detailed food plan is needed. If you need to change dates, you need to let the C&S department know at least 48 hours before the event.

### How do I apply for a grant?

First, you need to complete a grant application form, and submit it to the C&S department along with any exemption requests.

You need to submit the form one week before your event or, if you are purchasing an asset or something not related to an event, before you spend the money. The one exception to this is if the C&S Committee has announced a "Promotional Period"; in those cases, you need to submit the grant when the C&S Committee says so.

### What happens after I apply for a grant?

The C&S Committee will discuss the grant, and vote on whether to approve it. You can attend that meeting. At that point, you should hold your event or make your purchase.

After your event or purchase, you need to submit an application for payment form, along with any relevant receipts and attendance lists. You have to do this within 14 days of your event or when the C&S Committee approved your grant (whichever is later). If your grant depends on how many people attended, only current University students will count.

After you submit your application, the payment will be processed and you will receive the grant.

### What categories of grants are there?

Function grants apply to club events, if those events are not being held for profit and are not committee meetings. You can't charge more than \$30 for entry to the event, and you have to follow all the food and alcohol policies in these rules. You also need to have a venue confirmed. Inaugural general meetings can be funded in this category, but only for food and non-alcoholic beverages.

Purchases and Hiring (Events) grants apply to fixed event costs, like venue hire, event advertising, equipment hire and insurance.

Purchases (Assets) grants apply to assets, like banners, purchasing publications, and purchasing equipment. The rules for assets apply to things you buy with this grant.

Purchases (Other) grants apply to purchases that don't fall under other categories, like stationary, website hosting, membership cards and club publications.

Camps and Excursions grants apply to funding for camps and excursions, like venue hire, transport and catering. You can only use Camps and Excursions grants for those events. The events have to follow these rules, and you have to submit everything by the deadline to receive the grant. You may also be at risk of not receiving the grant if your attendance list and participant information forms are more than 10% off.

Promotional grants are available during special periods that the C&S Committee might approve. Usually, these periods are orientation weeks, the first two weeks of semester, and the University open day, but the C&S Committee can decide to change that. The C&S Committee will give instructions on how to apply for promotional grants: you have to follow these instructions and the instructions for a function grant to receive the grant. You can only receive one promotional grant per promotional period, and you can't fund a general meeting with this grant.

### How much money will I receive?

You can only receive as much money as you spent. If you pay GST, you will only receive money for what you spent, excluding GST. If you do not pay GST, you will receive what you spent, including GST.

Unless the C&S Committee decides otherwise, the amount of money you spent is according to these equations:

Function grants: the number of University students who attended, multiplied by \$3.

Purchases and Hiring (Events): 80% of your spending.

Purchases (Assets): 70% of your spending.

Purchases (Other): 50% of your spending.

Camps and Excursions: For excursions, the number of University students who completed participant information forms, multiplied by \$10. For camps, the number of University students who completed participant information forms, multiplied by \$20.

Promotional: Your spending, up to a maximum of \$200. You are allowed to submit an attendance list for this grant, and use the function grant equation instead.

You can only receive up to \$500 for anything but a camp, excursion or promotional grant. For a camp, you can receive up to \$800. For an excursion, you can receive up to \$400. For a promotional event, you can receive up to \$200, unless you submit an attendance list, in which case you can receive up to \$500. You can only ever receive a maximum of \$600 in one year for promotional grants that don't submit attendance lists.

### What if my grant was halved, or if I've been penalised?

The amount you can receive will be multiplied by your penalty. For example, a 50% penalty will halve what you would normally receive.

### What if the C&S department runs out of money?

The C&S Committee will only pay grants up to the funding that it has.

## Conduct

### Are there rules about how club executives have to behave?

Clubs, the Clubs and Societies Committee and club executives have to agree to the Code of Conduct in the C&S Regulations, as well, as agree to any policies and regulations C&S has, agree to any University of Melbourne conduct policies (if they relate to students), and accept that C&S can penalise clubs if this does not happen.

### What is in the C&S Code of Conduct?

The C&S Code of Conduct has four values that must underpin the conduct of club executives. Those values are: respect, where everyone is treated with courtesy, everyone's welfare and safety is promoted at all times, and everyone is considerate towards others at all times; inclusivity, where people are treated fairly and where mutual respect and accessibility are promoted, including cultural inclusivity and accessible events; responsibility, where committee members act in a timely and satisfactory way, power relationships are treated appropriately, and funds and privileges are not abused; and transparency and accountability, where all act with integrity and communicate openly.

These values are not specific in nature, but they are expected to be the basis upon which clubs, club executives and the Committee act.

## Grievances

### How do I resolve issues between people in clubs, or between clubs, or between a person and a club, when I haven't been able to resolve it internally?

The C&S department will invite the relevant people involved to meet within 21 days of being told of the issue.

### What if that doesn't work?

The C&S department will mediate between the relevant people involved if the issue isn't resolved within 21 days, or if someone requests it. They will appoint a mediator, who can't have been a University student in the last five years.

### What rights do I have during mediation?

A mediator will be chosen within five days of the C&S department being asked for one, and the mediator will organise a time for you to meet for mediation. You can have a support person at the mediation, but that person can't be involved with an issue. If you don't want to meet face-to-face, the mediator must find another way to hold the mediation.

### What happens if the mediation fails?

If the mediation fails, everyone involved will lose certain rights as a member of the club involved until the issue is resolved. Those rights are to attend club events (except for general meetings, which you can still attend); to attend committee and executive meetings; and to vote and run in club elections. You will still be able to access any documents you would be entitled to, and you will still be able to call a special general meeting or petition to expel a person from the club.