

# UMSU and GSA Requirements for joint affiliation

Adopted as policy of the C&S Committee 7/08/2019

## Background

The University of Melbourne Student Union (UMSU) and The University of Melbourne Graduate Student Association (GSA) maintain separate and independent affiliation schemes for the many and various student societies, clubs and groups that operate across the University's seven different campus and institutes.

UMSU and GSA supports these student groups, clubs and societies with separate funding and governs them with their UMSU Clubs and Societies Regulations and GSA Graduate Group Procedures respectively. It is possible for the group to maintain affiliation with both GSA and UMSU subject to current regulations and procedures as long as the constitution is based on UMSU's standard constitution. GSA's current requirements in its procedures do not conflict with the current UMSU Clubs and Societies Regulations.

## Requirements

To maintain joint affiliation with both GSA and UMSU, a club, society or graduate group should follow these requirements:

1. Groups, clubs and societies must only have **one** constitution. More than one constitution is not compliant with GSA or UMSU requirements because it means that there are two separate sets of governing rules in place.
2. Along with the articles of affiliation to UMSU (Standard Constitution clauses 1.b & c), the group must include the following clause:

*"(insert club's name) is also affiliated to The University of Melbourne Graduate Student Association (GSA). In all matters not dealt with in this constitution and/or the UMSU Clubs and Societies regulations, (insert club's name) must comply with the GSA Grad Group Procedures".*

3. The final clause of the UMSU C&S Standard Constitution (disbursement of assets upon winding up) shall be amended to:

*"In the event of the Group being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes which is not carried on for the profit or gain of its individual members."*

4. Any amendments to a group's constitution must be approved by **both** GSA and UMSU.
5. GSA's requirements do not currently conflict with the UMSU model constitution and regulations, except that GSA requires:
  - ✓ **75%** of the group's members must be Unimelb graduate students; and
  - ✓ one of the group's aims must satisfy the required aims in the Graduate Group Procedures.
6. The committee should ensure that the club, society or graduate group complies with the relevant regulations or procedures in dealings with both GSA and UMSU.

7. Any requirements in regards to notice periods, AGMS, and so forth, will be established in the group's constitution and remain the same in their dealings with both UMSU and GSA. GSA has **affiliation obligations** which do not conflict with UMSU's requirements and standard constitution.
8. GSA and UMSU provide separate funding and expenses, and all claims must be accurately reported. GSA and UMSU both have the power to audit as established in their governing documents.
9. Groups, clubs and societies must re-affiliate:
  - ✓ to UMSU by holding and reporting a compliant Annual General Meeting every year;
  - ✓ to GSA by meeting affiliation requirements, which include an annual report on a compliant Annual General Meeting every year. For more details about GSA Grad Group affiliation obligations, refer to Appendix A.
10. GSA does not require all committee members of a joint-affiliated club to be graduate students, but 75% of the group's total members must be Unimelb graduate students.
11. If in doubt, or if you are changing clauses between UMSU and GSA's model or template constitutions, always discuss your circumstances with UMSU Clubs & Societies Coordinator ([clubs@union.unimelb.edu.au](mailto:clubs@union.unimelb.edu.au)) and GSA Grad Group Engagement Coordinator ([gradgroups@gsa.unimelb.edu.au](mailto:gradgroups@gsa.unimelb.edu.au)) to ensure that your group meets the requirements as outlined by both UMSU and GSA.

*This document is approved by:*



## APPENDIX A



### **Grad Group - affiliation obligations and requirements to GSA**

1. Maintain ongoing communication about group activities and always inform GSA of any changes in group details (e.g. committee structure, bank details, social media etc.);
2. Attend important Grad Group meetings as required by GSA;
3. Declare an accurate and current group size to GSA based on a membership list;
4. Spend GSA funds appropriately according to SSAF core functions;
5. Promote GSA to students via email, social media, and use promotional materials appropriately;
6. Be timely in responding to GSA requests and participate in important Grad Group related events;
7. Submit annual report(s) to GSA every six or twelve months based on group size;
8. Adhere to GSA Grad Group policies and procedures, as well as the general University policies and procedures at all times; and,
9. All committee members must familiarise, understand, and follow all guidelines in the Grad Group Management Manual.

### **IMPORTANT NOTE:**

**GSA reserves the right to suspend funding a group or initiate disciplinary procedures if there is reasonable evidence that the Grad Group is repeatedly not observing its keys obligations to GSA as stated clearly above.**