

LTSU YEARLY REGIONAL CLUB AFFILIATION

CLUB NAME:

DATE: / /

Affiliation steps:

1. Read the affiliation process at <https://www.latrobesu.org.au/affiliation> for a full description of everything you need to do.
2. Advertise your Annual General Meeting (AGM) on your LTSU website *as an event, for at least a week before you hold it*. During your meeting, write down what happens as on page 2 of this document.
3. Please complete ALL pages of this document. You may type and digitally add signatures, or print and hand write, or a combination of both.
4. After completing this document, you must obtain an Endorsed Bank Statement by going into your club's bank branch. This document **MUST** show names of signatories, and **MUST** be stamped by the bank. This step is fully explained on the website above
5. Hand in this document in person to LTSU Reception, level 2, Upper Agora West or scan and email to clubsofficer@latrobe.edu.au.
6. For any issues, or for support please call the Clubs Officer on 9479 3752 or email them at clubsofficer@latrobe.edu.au

Document 1: Annual General Meeting minutes

Annual General Meeting Minutes (example)

Club:

Date AGM advertised on LTSU website as an event:

Date AGM held:

Venue:

Meeting opened at:

Chairperson(s):

1. Attendance

Compulsory attendance (quorum) of five (5) people, at least three (3) of whom must be current La Trobe University students:

Student's name	La Trobe Student Email Address	
		@students.latrobe.edu.au
		@students.latrobe.edu.au
		@students.latrobe.edu.au
		@students.latrobe.edu.au
		@students.latrobe.edu.au
		@students.latrobe.edu.au
		@students.latrobe.edu.au
		@students.latrobe.edu.au
		@students.latrobe.edu.au
		@students.latrobe.edu.au

Any other attendees (only names of people necessary):

Apologies (only names of people necessary):

2. Re-affiliating groups only - Acceptance of previous AGM minutes

The previous AGM minutes were tabled by _____ and were **ACCEPTED/REJECTED** as a true and accurate record of the meeting. (Ignore if new club)

3. Re-affiliating groups only - Presentation of the Annual General Report (President)

The President presented a report on the previous year's activities.

4. Re-affiliating groups only - Presentation of the Annual Financial Statement (Treasurer)

The Treasurer presented a report on the previous year's activities.

5. Election of Executive Committee

Note: You must elect a different person for each executive committee position (with the exception of Council Delegate who can double up with another role).

As of August 2015 onwards, your group must elect at least one female-identifying student to an executive position.

Position: President. _____ were nominated (full names of all nominations put forward). Following a vote, _____ was elected to the position of President.

Position: Vice-president. _____ were nominated (full names of all nominations put forward). Following a vote, _____ was elected to the position of Vice-President.

Position: Treasurer. _____ were nominated (full names of all nominations put forward). Following a vote, _____ was elected to the position of Treasurer.

Position: Secretary. _____ were nominated (full names of all nominations put forward). Following a vote, _____ was elected to the position of Secretary.

Position: Council Delegate. _____ were nominated (full names of all nominations put forward). Following a vote, _____ was elected to the position of Council Delegate.

This person will attend all LTSU Council meetings on behalf of the group. This person can be the same person as one of the above.

Any other positions on Executive Committee create by the group:

_____ was elected to the position of _____

_____ was elected to the position of _____

_____ was elected to the position of _____

6. Finances

It was moved by _____ that _____ and _____ will be signatories to (can access) the club's bank account. Both of these people must be members of the Executive Committee. The method of operation is two to co-sign (two people at least must be in person at the bank to access the account).

Optional: _____ and _____ were also elected to be signatories to the bank account.

7. General Business

You may like to discuss membership fees, events to be held this year, student engagement opportunities that the club could take advantage of, goals for the year, LTSU resources you'd like to use more successfully, purchases the club may like to make, etc. You may like to set the date for your first Executive Committee meeting.

Meeting closed at:

Document 2: Privacy Policy

LTSU clubs and societies privacy policy:

LTSU Inc uses your personal information for purposes associated with the administration of the clubs and societies program, and to keep you informed of activities and events associated with the clubs and societies program. The LTSU Clubs and Societies Officer, General Manager, and LTSU Executive use the contact details provided for correspondence regarding your club. LTSU endeavours to use and promote your club's @listserv.latrobe.edu.au email address for all other correspondence, as this forwards on to all committee members as nominated. However, at times it may be necessary to share the contact details provided to carry out the club's stated purposes, and we may pass on these contact details to club members, La Trobe University staff members, or other appropriate bodies, where there is good reason to do so in order to abide by your responsibilities and purpose as a club.

The information provided is kept securely and not used for purposes beyond what is stated above. Committee members must consent to the privacy policy in order to take on a committee role. By signing the below you indicate that you are aware of and consent to the policy above.

Name (please write clearly):	Signature:
President	
Vice-president	
Treasurer	
Secretary	
Council Delegate	
Additional committee members (if applicable)	

Public Contact: This is the contact person used in the case of urgent communication requirements (e.g. media inquiries, safety inquiries, etc.), and as the first port-of-call for when a club member (or potential club member) has been trying to contact the club and not been getting any replies. This person must be a student, and is recognised as the spokesperson for the club for media inquiries. By signing below the Public Contact indicates that they are aware of and consent to the policy above.

Name (please write clearly):	Signature:
Public Contact	

Document 3: Model Constitution (Compulsory for new clubs only, highly recommended for ongoing clubs)

Model Clubs and Societies Constitution

1.0 The official name of the club is to be:

2.0 Club objective:

2.1 As a member of the Clubs and Societies Council, the Club's aim is to foster and encourage, within the University context, participation in pursuit of this above objective and associated activities

3.0 Constitution Interpretation

3.1 The aforementioned club is bound by this constitution and all applicable Clubs and Societies Regulations and LTSU regulations.

3.2 With reference to the club's objective (clause 2.0) this Club may affiliate with such other bodies as it may deem fit

3.3 If a dispute arises involving the interpretation of this Constitution or is outside the jurisdiction this Constitution, the matter is to be referred to the Clubs and Societies Council, whose decision shall be final

3.4 The Club Constitution may be amended by a vote of a General Meeting of the Club members, such amendments being subject to ratification by the Clubs and Societies Council. Notice of Motion must be submitted at least five (5) Academic days prior to the General Meeting

3.5 This Club is Affiliated with Clubs and Societies Council of La Trobe University Student Union (LTSU). The Club is bound by the provisions of the Clubs and Societies Council Regulations, and wherever relevant, the LTSU Constitution and Regulations made pursuant to the LTSU Constitution. Anything in this Constitution which conflicts with the Clubs and Societies Council Regulations, the

Constitution of LTSU or other LTSU Regulations shall be null and void. In all matters not specifically dealt with herein, the LTSU Constitution and Regulations of the Clubs and Societies Council shall apply.

- 3.6** For those clubs which have additional constitutional documents, where any conflict arises between additional constitutional documents and this constitution, this Model Clubs Constitution and the Clubs and Societies Regulations override any additional constitutional documents.

4.0 Membership

- 4.1** Membership is open to all students, alumni and staff members of La Trobe University who support the aims and objective of the club. The club will aspire to at all times maintain a membership body of which at least two thirds are current La Trobe University students.
- 4.2** Club membership may be suspended or withdrawn by a two thirds majority vote at a General Meeting of club members. Appeals against such a decision may be directed to the Clubs and Societies Council.

5.0 Executive Committee

- 5.1** Election to the particular Office is by the Club at an Annual General Meeting from within the membership of the Club
- 5.2** The Executive Committee shall number at least 4 members, and shall comprise of (recommended) President, Vice President, Treasurer, Secretary, and Council Delegate (which can be held concurrently with another committee role), and other such offices as the Committee may determine necessary.
- 5.3** The Executive Committee must be made up of student members. The executive may include one additional associate executive member who is not a student, this member may not hold one of the core Executive Committee roles described in 5.2. The Clubs and Societies Council Delegate must be a student member.
- 5.4** Executive Committee members cannot hold the same position on more than one club's Executive Committee.
- 5.5** The Executive Committee may recommend to a General Meeting of club members that a membership fee be charged; such a membership fee may then be a prerequisite to club membership.
- 5.6** Committee meetings are to be held at such a time and place as decided from time to time by the Committee; but not less than twice per semester
- 5.7** The quorum for committee meetings is to consist of at least two (2) committee members – members attending via technology count towards quorum.
- 5.8** Following their election at an Annual General Meeting, members of the Executive Committee shall hold office until the next Annual General Meeting.

The committee is to have the power to fill any vacancy in the Offices of the Club which may occur between Annual General Meetings

5.9 The Executive Committee members undertake to fulfil their duties to ensure the smooth running of the club. The Council Delegate will attend or arrange a proxy for all Clubs and Societies Councils.

5.10 Where a club has made committee member role descriptions available as part of the election process, or committee members have through some other process agreed to meet requirements outlined in role descriptions, the committee has the power to remove a committee member from office if they are deemed to not be fulfilling their committee member duties. They must first give written warning with a period of not less than one month for the committee member to improve their fulfilment of duties. If the committee deems that the committee member in question is still not fulfilling their role's duties, they must formally advise the committee member in writing that they are being removed from the role. Any disputes should be directed to the General Secretary of LTSU.

5.11 The Committee generally is to have power to do all things necessary to the pursuance of the objective of the Club - subject to the provisions of this Constitution, the LTSU Constitution and other regulations by which the council is bound

6.0 General Meetings

6.1 The Annual General Meeting is to be held each year, at which time Members of the Executive Committee are to be elected, and an Annual General Report and Financial Statement presented

6.2 A Special General Meeting may be called by the President and Secretary in conference, or by a signed requisition by ten (10) Members setting out the purpose for the meeting so called

6.3 Notice of all General Meetings is to be given to all members at least seven (7) days prior to the date of such meeting

6.4 All General Meetings will meet the advertising requirements of affiliation with the La Trobe Student Union as they stand at the time of the meeting.

6.5 All General Meetings will be held during semester and on campus.

6.6 The Quorum for a General Meeting is to consist of at least 4 (4) student members

6.7 The President or (substitute) chairman of a meeting shall have casting vote as well as a deliberative vote

6.8 Except as prescribed in clause 4.2 of this Constitution, decisions of an Executive Committee or General Meeting shall be by a majority of those present at the meeting

7.0 Finances

- 7.1 Cheques and cash withdrawals from the Club's bank account must be signed by two (2) of the following: President, Treasurer or Secretary
- 7.2 This club's Executive Committee will ensure efficient financial management, and if this club is to be wound up with debt the Executive Committee is responsible for ensuring this debt is not attributed to LTSU
- 7.3 This club's executive committee has the responsibility to ensure ethical financial management, to conduct transactions as agreed on by the executive committee or as authorised by the executive committee, and without financial gain for any individual members
- 7.4 In the event of this Club being disaffiliated by the LTSU, all grant funds held on the Club's behalf in bank accounts revert to the Clubs and Societies Council. The signatories of the La Trobe University Student Union General Secretary and Clubs Officer, and evidence of this Club's disaffiliation would be sufficient for the funds to be paid to the LTSU.

8.0 Winding up

- 8.1 The Clubs Officer will, upon written application from the club's committee, supervise the winding up of the club. Assets in the form of any capital equipment purchased using grant funding, and any remaining funds shall be surrendered to LTSU. LTSU will hold the assets for six months before disbursing them in order to give the club time to re-form.
- 8.2 Where no written application for winding up is received but the club is inactive for more than 12 months, the Clubs Officer will supervise winding up the club as detailed in 8.1. Written notification will be issued by the Clubs Officer to the last known Executive Committee members before winding up procedures are commenced.

9.0 Club activities

- 9.1 The club will aspire to hold at least four on-campus activities per year and be advertised as per the conditions of affiliation.
- 9.2 The club will abide by directions for regulations as advised by LTSU on behalf of the University, for example (but not limited to) distribution of marketing materials, service of alcohol, management of risk at events, etc.

10.0 Committee commitment to constitution

We undertake to manage this Club (as detailed in 1.0) in accordance with the requirements outlined in this Constitution and understand that the club and its members are bound by the LTSU constitution and LTSU regulations, and that breaching these regulations may trigger the LTSU disciplinary processes.

Date:



President	
Name:	Signature:
Vice-President	
Name:	Signature:
Secretary	
Name:	Signature:
Treasurer	
Name:	Signature:

Document 4: Membership List

Please note: you must have at least ten members.

You can either fill in at least five members below OR have at least five members on your LTSU website member list. See 'Resources' on our website for instructions on how to do this.

	Member Name	Student or Staff ID No	Email	Fee?	Signature
1					
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	Member Name	Student or Staff ID No	Email	Fee?	Signature
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END OF AFFILIATION DOCUMENT