

La Trobe Student Union Incorporated

CLUBS AND SOCIETIES REGULATIONS

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2 Authorising Provisions

These regulations are made under clauses 33, 37 and 39 of the Constitution.

3 Application

These regulations apply to the Clubs and Societies Council as established by clauses 37 and 39 of the Constitution.

4 Membership

4.1 The members of the Clubs and Societies Council are:

- (a) the General Secretary (chair); and
- (b) one representative nominated by each affiliated club or society.

4.2 All members of the Clubs and Societies Council must be Student Members as defined in clause 7 of the Constitution.

4.3 Members of the Clubs and Societies Council are Governing Members of the Student Union as defined in clause 8 of the Constitution.

5 Powers and Responsibilities

5.1 The powers and responsibilities of the Clubs and Societies Council are to advance the clubs and societies program run by the La Trobe Student Union (Student Union) by:

- (a) affiliating clubs and societies to the Student Union in accordance with these regulations; and
- (b) providing grants to affiliated clubs and societies in accordance with these regulations.

6 Clubs and Societies Administration Committee

6.1 The Clubs and Societies Administration Committee (CSAC) is a sub-committee of the Clubs and Societies Council, exercising delegated powers from the Clubs and Societies Council under clause 6.2.

6.2 The CSAC is responsible on behalf of the Clubs and Societies Council for:

- (a) Assessing applications for affiliation by clubs and societies in accordance with the requirements for affiliation set out in clause 14; and
- (b) assessing applications for grants by clubs and societies in accordance with the requirements for the granting of monies set out in clause 23.

6.3 The members of the CSAC are:

- (a) the General Secretary (chair); and
- (b) six members of the Clubs and Societies Council.

- 6.4 At least three members of the CSAC must be women, provided the women nominations has been received 2 hours prior to the C&S council for the women priority nominations.
- 6.5 Two members of CSAC must be representatives from an Academic society.

7 Election to the Clubs and Societies Administration Committee

- 7.1 The members of the CSAC other than the General Secretary are to be elected by the members of the Clubs and Societies Council at the first meeting of the Clubs and Societies Council in each academic year.
- 7.2 The term of office of members of the CSAC other than the General Secretary commences upon their election and ends immediately prior to the commencement of the first Clubs and Societies Council meeting of the following academic year.
- 7.3 Vacancies that arise in CSAC membership are to be filled by the election of a member or members of the Clubs and Societies Council to the CSAC at the first Clubs and Societies Council meeting after the vacancy arises.
- 7.4 Election to the CSAC must:
 - (a) be by secret ballot of the members present;
 - (b) be by the optional preferential voting method of voting; and
 - (c) take place at a meeting of the Clubs and Societies Council.
- 7.5 The returning officer for the election to the CSAC is:
 - (a) the General Secretary; or
 - (b) if the General Secretary is unable or does not wish to be the returning officer, a member of the Executive of the Student Union as defined in clause 35 of the Constitution.
- 7.6 Nominations for election to the CSAC must be:
 - (a) in writing; and
 - (b) received by the General Secretary 24 hours prior to the meeting at which the election takes place. If not enough nominations are received to fill the committee nominations will remain open until such a time as the committee and all quotas are satisfied.
- 7.7 Nominees for CSAC must attend the Clubs & Societies Council where the election will take place to deliver a statement to the voting members or provide a written statement to be read by the Clubs & Societies Officer on their behalf.

8 Meetings of the Clubs and Societies Council

- 8.1 The Clubs and Societies Council must meet at least 4 times during each of the two University semesters.

8.2 Before each meeting of Clubs & Societies Council the Clubs and Societies officer of La Trobe Student Union must publish notice of the meeting with at least 7 days' notice. Notice must be given by:

- (a) notice posted on the Student Union website; and
- (b) email to each member of the Clubs and Societies Council
- (c) posted on relevant social media platforms

8.3 The Chair of the Clubs and Societies Council is the General Secretary.

8.4 As set out in clause 64.2 of the Constitution, if the General Secretary is not present or does not wish to chair, the meeting must elect another voting member of the Clubs and Societies Council to chair.

8.5 The person responsible for taking minutes at Clubs and Societies Council meetings is:

- (a) The Clubs and Societies Officer of the Student Union; or
- (b) if the Clubs and Societies Officer is unable or unwilling to take minutes, a nominated member of the Executive Committee of the Student Union.

8.6 The minutes of the Clubs and Societies Council meeting will be posted on La Trobe Student Union website by Clubs & Societies Officer.

9 Meetings – Clubs and Societies Administration Committee

9.1 The CSAC must meet at least 4 times during each of the two University semesters.

9.2 Before the first meeting of a University semester, the Student Union must publish a schedule of meetings of the CSAC for that University semester by:

- (a) email to each member of the CSAC

9.3 The Chair of the CSAC is the General Secretary.

9.4 As set out in clause 64.2 of the Constitution, if the General Secretary is not present or does not wish to chair, the meeting must elect another voting member of the CSAC to chair.

9.5 The person responsible for taking minutes at Clubs and Societies Council meetings is:

- (a) The Clubs and Societies Officer of the Student Union; or
- (b) if the Clubs and Societies Officer is unable or unwilling to take minutes, a nominated member of the Executive Committee of the Student Union.

10 Voting at Meetings

10.1 Voting at meetings is to be conducted as specified in clause 66 of the Constitution.

11 Discipline

- 11.1 The standard of conduct required of members of clubs or societies who are members of the Student Union is the standard of conduct described in the Student Union Code of Conduct.
- 11.2 The discipline of members of clubs or societies who are members of the Student Union is to be conducted as specified in the Student Union Discipline Regulations.
- 11.3 The standard of conduct required of members of clubs or societies who are not members of the Student Union is the standard of conduct described in the Student Charter of the University or the La Trobe University Code of conduct.
- 11.4 If the General Secretary receives a complaint about the conduct of a member of a club or society who is not a member of the Student Union, the General Secretary must refer the complaint and the complainant to the appropriate area of the University.

12 Affiliation

12.1 Affiliated clubs and societies are those clubs and societies that:

- (a) apply for affiliation;
- (b) meet the conditions of affiliation; and
- (c) are affiliated by the clubs and societies council.

in accordance with the Regulations.

13 Application for Affiliation

- 13.1 Members of a club or society must submit an application for affiliation, in person or by email to:
 - (a) the Student Union reception; or
 - (b) the Clubs and Societies Officer of the Student Union.

The Clubs and Societies Officer is a staff member of the Student Union.

- 13.2 The Clubs and Societies Officer must acknowledge the receipt of an application for affiliation by email to the secretary or similar office-bearer of the club or society applying for affiliation.

14 Conditions of Affiliation

- 14.1 The conditions of affiliation are the provision, as part of an application for affiliation, of a name and statement of purposes for the club or society:
 - (a) the statement of purposes must not be longer than 200 words;
 - (b) the statement of purposes must not contradict University Student Charter of Rights and Responsibilities or the Constitution;

- (c) the statement of purposes must differ substantially from the statement of purposes of other clubs and societies; and
 - (d) the name of the club or society must differ substantially from the names of other clubs and societies.
- 14.2 The provision, as part of an application for affiliation, of evidence of the club or society Annual General Meeting (AGM), held in accordance with the Regulations. Evidence of a club or society AGM is:
- (a) a copy of the minutes of the AGM;
 - (b) a copy of the attendance list of the AGM;
 - (c) a copy of the notice of the AGM posted on the club or society's Student Union website; and
 - (d) a copy of the notice of the AGM sent by email to the members or posted on social media group of the Club or Society.
 - (e) a copy of email invite sent to the General Secretary of La Trobe Student Union.
- 14.3 The provision, as part of an application for affiliation, of evidence of the election of an Executive Committee for the club or society in accordance with the regulations. Evidence of the election of the Executive Committee is:
- (a) a copy of the minutes of the AGM where the Executive Committee was elected.
- 14.4 The provision, as part of an application for affiliation, of a constitution for the club or society.
- (a) a club or society may adopt the Model Constitution provided by the Student Union or adopt their own constitution; and
 - (b) where a club's own constitution differs with the Model Constitution, the provisions of the Model Constitution prevail.
- 14.5 The provision, as part of an application for affiliation, of an endorsed bank statement for the bank account of the club or society.
- (a) the bank account must be held in the name of the club or society; and
 - (b) signatories to the bank account must be members of the Executive Committee of the club or society and must be student members.
- 14.6 The provision, as part of an application for affiliation, of a membership list of the club or society. The membership of a club must:
- (a) consist of at least ten people; and
 - (b) consist of no fewer than two thirds of people who are current students of the University;
 - (c) contain the full name of members;

- (d) contain, where members are students of the University, their University email; and
- (e) contain, where members are not students of the University, their contact email.

14.7 The provision, as part of an application for affiliation, of the details of an Academic Liaison Officer. An Academic Liaison Officer of a club or society is:

- (a) a staff member of the University and a member of the Academic College relevant to the Academic Society; and
- (b) is able to provide to the Student Union evidence of the club or society's link with specific course, cohort, school, department, college or other academic grouping within the University.

14.8 The condition of affiliation in clause 14.7 only applies to clubs and societies that apply to be affiliated as Academic Clubs or Societies.

14.9 The conditions of affiliation in clauses 14.1 (c) and (d) only apply to the category of clubs and societies described at clause 25.1 (c).

15 Process of Affiliation

The process of affiliation must be conducted as follows:

15.1 Applications for affiliation must be assessed in the first instance by the Clubs and Societies Officer.

15.2 Where there are obvious deficiencies in an application for affiliation, the Clubs and Societies Officer must, by email to the club or society applying for affiliation, notify the club or society of the deficiencies and provide suggestions as to how to rectify the application.

15.3 Where an application for affiliation has been assessed by the Clubs and Societies Officer as compliant with the Conditions of Affiliation at clause 14, the Clubs and Societies Officer must present the application to the CSAC at the next CSAC meeting.

15.4 The CSAC must assess the application for affiliation against the Conditions of Affiliation.

15.5 If the CSAC assesses the application for affiliation as non-compliant with the Conditions of Affiliation, the CSAC must request that the Clubs and Societies Officer contact the club or society as provided by clause 15.2.

15.6 If the CSAC assesses the application for affiliation as compliant with the Conditions of Affiliation, the CSAC must:

- (a) notify, by email to the club or society applying for affiliation, the club or society of its assessment; and
- (b) make a recommendation at the next Clubs and Societies Council meeting that the Clubs and Societies Council vote to affiliate the club or society to the Student Union.

15.7 Upon receipt of the notice from the CSAC, the Clubs and Societies Council Delegate for the

club or society applying for affiliation must:

- (a) attend the next Clubs and Societies Council meeting; and
- (b) speak to the recommendation of the CSAC that the club or society they are representing be affiliated to the Student Union.

15.8 The members of the Clubs and Societies Council must vote on the question of the affiliation of a club or society at the same meeting as:

- (a) The CSAC gave its recommendation as to the affiliation of the club or society;
- (b) the Clubs and Societies Council Delegate spoke to the recommendation of the CSAC regarding the club or society they represent.

15.9 A club or society is affiliated by the Clubs and Societies Council after a motion proposing their affiliation is passed by the Clubs and Societies Council.

15.10 If a club or society is not affiliated by the Clubs and Societies Council, the club or society may re-apply to the Student Union for affiliation.

15.11 The affiliation of a club or society is for a period from its affiliation until the first meeting of the Clubs and Societies Council the following academic year.

15.12 Despite clause 15.11, each affiliated club and society must re-apply for affiliation before the first meeting of the Clubs and Societies Council the following academic year to ensure the continuity of its affiliation.

16 Annual General Meetings of Clubs or Societies

16.1 A club or society must hold an Annual General Meeting (AGM).

16.2 Notice of the AGM of a club must be:

- (a) emailed to members of the club/ posted to the club's social media at least 7 days prior to the meeting;
- (b) posted on the club or society's Student Union website at least 7 days prior to the meeting;
- (c) emailed to the General Secretary of La Trobe Student Union at least 7 days prior to the meeting.

16.3 The notice must state:

- (a) the date, time and place (or places) of the meeting; and
- (b) if the meeting is to be held at more than one location – the technology that will be used.

16.4 The AGM should be held at the La Trobe University campus relevant to the club or in a public space to allow as many students as possible to attend.

16.5 The ordinary business of the annual general meeting is:

- (a) To consider the annual report of the club or society;
- (b) to consider the financial statements of the club or society; and
- (c) to elect the executive committee of the club or society.

16.6 Quorum for an Annual General Meeting is ten persons, of whom no fewer than two-thirds must be students of the University.

16.7 Voting at Annual General Meetings of Clubs or Societies must be conducted as specified in Clause 66 of the Constitution.

17 Executive Committees of Clubs or Societies

17.1 A club or society must have an Executive Committee.

17.2 The Executive Committee of a club or society must consist of at least 4 office bearers, including:

- (a) president (e.g.; leader of the group, makes key decisions, sets the vision for the year);
- (b) vice president (e.g.; supports the president in their activities, acting president in the absence of president, delegates responsibilities;
- (c) secretary (e.g.; records and keeps club meeting minutes, responsible for arranging/ advertising/ communicating about meetings); and
- (d) treasurer (e.g.; keeps track of club finance, applies for grants.

17.3 The Executive Committee of a club or society must:

- (a) consist of the club or society's Clubs and Societies Council Delegate.
- (b) consist of Student Members.
- (c) differ in composition of office bearers by more than 50% from the membership of any other club's or society's Executive Committee.
- (d) include at least 1 female identifying Student Member.
- (e) if the club decides to, they may have co-presidents, in this case the role of vice president will be replaced by one of the co- presidents.

17.4 The Clubs and Societies Council Delegate may hold one of the other office bearing positions described at clause 17.2.

17.5 A member of the Executive Committee of a Club or Society must not hold more than one of the office-bearing positions described at Clause 17.2.

17.6 A member of the Executive Committee of a Club or Society must not hold the equivalent office-bearing position on the Executive Committee of another Club or Society.

- 17.7 Despite clause 17.3, the Executive Committee of a club or society may contain one member who is not a student member, provided that they do not hold any of the office bearing positions described at clauses 17.2 and 17.3 (a).
- 17.8 The executive of the club should provide the Clubs & Societies Officer with the login details for any of their social media accounts. Or provide the contact information of the Executive member who last had access to the account. This is to ensure that they aren't lost over the handover process.

18 Disaffiliation

- 18.1 The Clubs and Societies Council may disaffiliate a club or society if the Clubs and Societies Council Delegate of a club or society fails on 3 consecutive occasions to attend within 30 minutes of the time of which notice has been given of a meeting of the Clubs and Societies Council without the Clubs and Societies Council Delegate:
- (a) having given an apology in writing to the General Secretary or Clubs & Societies Officer before the time of the meeting; or
 - (b) having given notice in writing to the General Secretary or the Clubs & Societies Officer before the time of the meeting that another member of the club or society's Executive Committee will be attending the meeting on behalf of the club or society.
- 18.2 The Student Council may disaffiliate a club or society if at least ten student members petition the General Secretary to disaffiliate a club or society on the basis that:
- members of the club or society have engaged in conduct which discriminates against a person or a group of persons on the basis of their race, colour, sex, gender, gender identity, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, national extraction, physical features or social origin; and
 - (c) that the conduct was either authorised by the club or society or undertaken by a significant portion of the club or society's members.
- 18.3 The Student Council, upon receiving the petition from the General Secretary must decide to uphold or dismiss the request in the petition.
- 18.4 If the Student Council upholds the request in the petition the General Secretary must:
- (a) notify the Executive Committee of the club or society in question of the decision of the Student Council;
 - (b) afford the Executive Committee of the club or society the opportunity to attend the next Student Council meeting; and
 - (c) afford the Executive Committee of the club or society the opportunity to address the Student Council on the matter its disaffiliation.
- 18.5 After the Executive Committee of the club or society has addressed the Student Council, the Student Council must either:

- (a) confirm; or
- (b) reverse its initial decision.

- 18.6 In deciding whether or not to disaffiliate members of the Student Council should be reasonably satisfied that the conduct that has been alleged has occurred.
- 18.7 Any motion passed by the Student Council concerning the disaffiliation of a club or society must be passed by an absolute majority of the members of the Student Council.
- 18.8 Any motion passed by the Student Council concerning the disaffiliation of a club or society takes effect immediately after the passage of the motion.
- 18.9 The motion must specify the length of time for which the disaffiliation applies.

19 Denial of Affiliation

- 19.1 The Clubs and Societies Council may deny a club or society affiliation if:
- (a) the club or society is already a member of La Trobe Sport; or
 - (b) the club or society has not met the Conditions of Affiliation outlined at clause 14 of these Regulations.

20 Monies Available to Affiliates

- 20.1 During the preparation of the budget of the Student Union for the following year, those responsible for preparing the budget must specify the amount of money that is to be available to affiliated clubs or societies for the following year.
- 20.2 Each club or society is entitled to an equal amount of money depending on when they affiliate. Clubs who affiliate in semester 2 will receive an amount of not less than half of those who affiliate in semester 1.
- 20.3 A club or society must receive monies from the Student Union into its nominated bank account as described in clause 14.5.

21 Grants

- 21.1 Monies will be granted to those clubs or societies that:
- (a) apply for a grant from the Categories of Grants described in clause 22;
 - (b) meet the relevant Grant Conditions; and
 - (c) have the application approved by either the Clubs and Societies Officer, or the Clubs and Societies Council.
- 21.2 An application for a grant must be submitted to the reception of the Student Union or the Clubs and Societies Officer.

22 Categories of Grants Available to Affiliates

22.1 Grants of monies to clubs must fall into one of the following categories:

- (a) camp and off-campus activities grant;
- (b) capital and hire equipment grant;
- (c) coaching and conference grant;
- (d) functions grant;
- (e) special contingencies grant;
- (f) publicity grant;
- (g) photocopying grant;
- (h) orientation grant.

22.2 For the categories of grants listed at clause 22.1, a club or society must not apply for a grant that exceeds 80% of its annual allocation of monies.

22.3 In addition to the categories above, grants must also fall into one of the following categories:

- (a) grants of over \$400; or
- (b) grants of under \$400.

22.4 In addition to the grants listed above there is the project pool which sits outside of a club's budget and is therefore not constrained by clauses 22.2 or 22.3. The project pool can be applied for in addition to a club's budget by an application process.

22.5 The amount given to clubs under the project pool is not capped and will be given with consideration to the following areas:

- (a) Funding available
- (b) Project pool application
- (c) Event/ activity that is being held and its worthiness and benefit to the La Trobe community.

22.6 The amount given to clubs may not be the entire amount requested.

22.7 Clubs can only access this funding once per year.

22.8 The Clubs and Societies Officer and General Secretary will exercise their discretion in the amount to be provided to clubs, to ensure that all affiliated clubs and societies are able to access the project pool.

22.9 The project pool application will be approved by the General Secretary and Clubs and Societies Officer. It must then receive final approval from the President and General Manager.

23 Project Pool Conditions

23.1 Applications to the Project Pool are to be submitted to the Clubs and Societies Officer and General Secretary via email.

23.2 The Clubs and Societies Officer will then work with the General Secretary to assess the worthiness of the application.

23.3 This assessment process requires the provision of further information, which may include:

- (a) receipts/ quotes
- (b) advertisement
- (c) detailed breakdowns of how funds will be spent
- (d) attendance lists
- (e) minutes from meetings where clubs discuss and vote to approve the application
- (f) detailed plans of how the money will be spent

23.4 In addition to the above, a project pool application must be of inherent benefit to the whole club and/or the La Trobe community.

23.5 The application must then be sent to the President and the General Manager for final approval.

24 Process of Granting Monies

24.1 Grants and project pool applications of under \$400 may be assessed and approved by the Clubs and Societies Officer.

24.2 Where there are obvious deficiencies in an application for a grant of under \$400, the Clubs and Societies Officer must, by email to the club or society applying for funding, notify the club or society of the deficiencies and provide suggestions as to how to rectify the application.

24.3 Grants and project pool applications of over \$400 must be assessed by the CSAC against the Conditions of Grants described in clause 23.

24.4 Where there are obvious deficiencies in an application for a grant of over \$400, the Clubs and Societies Officer must, by email to the club or society applying for funding, notify the club or society of the deficiencies and provide suggestions as to how to rectify the application.

24.5 If the CSAC assesses the grant application as compliant with the Conditions of Grants, the CSAC must:

- (a) notify, by email to the secretary or similar office-bearer of the club or society applying for affiliation, the club or society of its assessment; and
- (b) make a recommendation at the next Clubs and Societies Council meeting that the Clubs and

Societies Council vote to grant the monies to the club or society.

- 24.6 Upon receipt of the notice from the CSAC, the Clubs and Societies Council Delegate for the club or society applying for a grant must:
- (a) attend the next Clubs and Societies Council meeting; and
 - (b) speak to the recommendation of the CSAC that the club or society they are representing be granted the requested monies.
- 24.7 The members of the Clubs and Societies Council must vote on the question of the granting of monies at the same meeting as:
- (a) the CSAC gave its recommendation as to the granting of monies to the club or society; and
 - (b) the Clubs and Societies Council Delegate spoke to the recommendation of the CSAC regarding the club or society they represent.

25 Transitional

- 25.1 Prior to the first Clubs and Societies Council meeting of the academic year, there will be the following categories of clubs or societies:
- (a) clubs or societies that were affiliated in the previous academic year and are seeking re-affiliation;
 - (b) clubs or societies that were affiliated in the previous academic year and are not seeking re-affiliation; and clubs or societies that were not affiliated in the previous academic year and are seeking affiliation.
- 25.2 Despite clause 15.11, the Clubs and Societies Delegates from the clubs or societies in the category described at clause 25.1 (a) are the members of the Clubs and Societies Council at its first meeting for the academic year.
- 25.3 Once a club or society in the category described at clause 25.1 (c) is affiliated to the Student Union, its Clubs and Societies Council Delegate is a member of the Clubs and Societies Council for that academic year.

26 Regional and Satellite Campuses

- 26.1 Despite clauses 14.6 (a) (i) and 16.5, the Clubs and Societies Council may affiliate a club or society based at the Mildura, Shepparton or Melbourne City Campus if the conditions specified in those clauses are not met by the club or society.
- 26.2 When affiliating a club or society based at the Mildura, Shepparton or Melbourne City campus, the Clubs and Societies Council must:
- (a) ensure that the conditions of affiliation other than those specified at Clause 26.1 have been met; and
 - (b) be satisfied that there is a genuine interest in the establishment of the club or society applying for affiliation at the relevant campus.