

**MONASH UNIVERSITY STUDENT UNION CAULFIELD INC**

**Non-sporting Club and Society**

**Requirements of Affiliation**

Updated 23/03/10

Effective as of March 30 2010

1 Definitions

- 1.1 "MONSU CAULFIELD" shall hereafter mean MONSU Caulfield Inc.
- 1.2 "Club" or "Society" shall mean an association of people with a common objective, affiliated with MONSU Caulfield.
- 1.3 "Member" shall mean any person has paid the appropriate annual membership fee to a Club or Society.
- 1.4 "Non-Financial Member" shall mean any person who has not paid the appropriate annual membership fee but has been granted membership privileges with the exception of voting-rights.
- 1.5 "Student" shall mean a person who is currently enrolled at Monash University.
- 1.6 "Alumni" shall mean a person who has previously been enrolled at Monash University.
- 1.7 "Affiliation Process" shall mean the process by which a Club or Society engages in a formal agreement with MONSU Caulfield Student Council whereby the Club or Society agrees to abide by the Requirements of Affiliation and submit the requisite paperwork to MONSU Caulfield each year.
- 1.8 "Affiliated Club" shall mean a Club or Society that has completed the Affiliation process for the given year.
- 1.9 The "MONSU Caulfield Clubs & Societies Affiliation Kit" is a package produced each year by MONSU Caulfield, outlining all the necessary steps and providing the requisite forms to be submitted in order for a Club or Society to become affiliated with MONSU Caulfield.
- 1.10 The "Incorporation Process" is the process by which an Affiliated Club becomes a non-profit incorporated entity through the assigning of a Public Officer, completion of the relevant paperwork and subsequent approval by the Department of Justice and Consumer Affairs Victoria.
- 1.11 "Incorporated Club" shall mean an Affiliated Club that has completed the Incorporation process.
- 1.12 "Registered Club" shall mean a Club or Society whose Registered Club Application has been approved by the MONSU Caulfield Student Council but has yet to complete the Affiliation Process for the given year.
- 1.13 A "MONSU Caulfield Staff Member" shall mean a full-time or permanent part-time employee of MONSU Caulfield or MONSU Students Ltd. if they are acting in the position of Clubs & Culture Coordinator.

1.14 The “MONSU Caulfield Clubs Officer” shall mean a student representative of the MONSU Caulfield Student Council whose primary role is to oversee the clubs of the Caulfield Campus and shall hereafter be known as Clubs Officer.

## 2 Establishment

2.1 Students wishing to establish a new club or society must first apply to become a Registered Club using the Registered Club Application form.

2.2 The Registered Club Application must gain approval from the MONSU Caulfield Student Council before the club or society can operate on the Caulfield Campus.

2.3 As Registered Clubs do not complete the MONSU Caulfield Affiliation Kit by the prescribed deadline, they do not receive an annual club grant. However, they are eligible to receive either the new club grant pending the approval of the Clubs Officer and/or the Clubs & Culture Coordinator.

2.4 If evidence is discovered which demonstrates that a Registered Club is partaking in any illegal act or omission the Club or Society may have its Registered Club status immediately revoked by the MONSU Caulfield Student Council.

2.5 If an illegal act or omission is deemed to be accidental, the Clubs Officer and/or the Clubs & Culture Coordinator will issue a written warning on behalf of MONSU Caulfield. The Registered Club will be given two (2) working days to cease the illegal activity. The Club or Society’s MONSU Caulfield line account will be frozen until the matter is resolved.

2.6 If an illegal act or omission is a felony or deemed to be deliberate it will result in the following procedures taking place:

- The Club or Society will be immediately deregistered and notified of this in writing.
- MONSU Caulfield may inform the Victorian or Australian Federal Police of any evidence pertaining to any illegal act or omission on the part of the club committee or individual committee members.
- Disciplinary action could result in up to 100% of the new clubs grant or any sponsorship grants received from MONSU Caulfield being withdrawn from the club line account.

## 3 Affiliation

3.1 Once a Club has been a Registered Club for the remainder of the calendar year in which it applied to the MONSU Caulfield Student Council and has at least 10 members, it must apply to the MONSU Caulfield Student Council to become affiliated if it wishes to continue operating on Caulfield campus.

3.2 After approval by MONSU Caulfield Student Council, Clubs and Societies must complete the Affiliation Process and follow the affiliation procedures outlined in the MONSU Caulfield Affiliation Kit.

3.3 Continued affiliation with MONSU Caulfield is dependant on the club carrying out its operations in accordance with all MONSU Caulfield rules and regulations.

- 3.4 Once Clubs and Societies have reached Affiliated Club status, they must continue completing the MONSU Caulfield Affiliation Kit every year afterwards by the prescribed deadline for the particular year.
- 3.5 As Affiliated Clubs complete the MONSU Caulfield Affiliation Kit by the prescribed deadline, they receive a sponsorship grant as decided by the MONSU Caulfield Student Council and the Clubs Officer.
- 3.6 If evidence is discovered which demonstrates that an Affiliated Club is partaking in any illegal act or omission the Club or Society may have its Affiliated Club status immediately revoked by the MONSU Caulfield Student Council.
- 3.7 If an illegal act or omission is deemed to be accidental, the Clubs Officer and/or the Clubs & Culture Coordinator will issue a written warning on behalf of MONSU Caulfield. The Affiliated Club will be given two (2) working days to cease the illegal activity. The Club or Society's MONSU Caulfield line account will be frozen until the matter is resolved.
- 3.8 If an illegal act or omission is a felony or deemed to be deliberate it will result in the following procedures taking place:
  - The Club or Society will be immediately deregistered and disaffiliated and notified of this in writing.
  - MONSU Caulfield may inform the Victorian or Australian Federal Police of any evidence pertaining to any illegal act or omission on the part of the club committee or individual committee members.
  - Disciplinary action could result in up to 100% of the annual club grant received from MONSU Caulfield being withdrawn from the club line account.

#### 4 Incorporation

- 4.1 Once a club or society has been an Affiliated Club for at least 12 months and has at least thirty (30) student members, it can apply to the MONSU Caulfield Student Council to become incorporated.
- 4.2 The Clubs Officer and the Clubs & Culture Coordinator will facilitate the incorporation process by assisting the Affiliated Club with the necessary paperwork and procedures as prescribed by Consumer Affairs Victoria.
- 4.3 Upon acceptance of affiliation with the MONSU Caulfield and approval of the club's Incorporation by Consumer Affairs Victoria, a Club or Society will be considered to be an Incorporated club of MONSU Caulfield.
- 4.4 If evidence is discovered which demonstrates that an Incorporated Club is partaking in any illegal act or omission the Club or Society may have its Incorporated status immediately revoked by the MONSU Caulfield Student Council.
- 4.5 If an illegal act or omission is deemed to be accidental, the Clubs Officer and/or the Clubs & Culture Coordinator will issue a written warning on behalf of MONSU Caulfield. The Incorporated Club will be given two (2) working days to cease the illegal activity. The Club or Society's MONSU Caulfield line account will be frozen until the matter is resolved.

- 4.6 If an illegal act or omission is a felony or deemed to be deliberate it will result in the following procedures taking place:
- The Club or Society will be immediately deregistered and disaffiliated and notified of this in writing.
  - MONSU Caulfield will inform Consumer Affairs Victoria of any evidence pertaining to any illegal act or omission on the part of the club committee or individual committee members.
  - MONSU Caulfield may inform the Victorian or Australian Federal Police of any evidence pertaining to any illegal act or omission on the part of the club committee or individual committee members.
  - Disciplinary action could result in up to 100% of the annual club grant received from MONSU Caulfield being withdrawn from the club line account.
- 4.7 Once an Incorporated club has completed the Affiliation Kit by the prescribe deadline, they receive an annual club grant as decided by the MONSU Caulfield student council and the clubs officer.

## 5 Membership

- 5.1 A club's membership must consist of a minimum of 60% student members.
- 5.2 The minimum membership fee to be charged by non-sporting affiliated and incorporated clubs and societies is \$10 AUS. Clubs and Societies may choose to charge more than the minimum. If Clubs and Societies choose to charge less than the minimum, they must apply to the MONSU Caulfield Student Council for approval.
- 5.3 All Club and Society members must complete an Application for Membership Form upon their registration and they must pay the membership fee.
- 5.4 Executive committee members should be aware of medical conditions of club members so that the information can be provided to attending medical professionals if an accident or emergency occurs, e.g. allergy to penicillin, diabetes etc.
- 5.5 Membership/medical forms must be readily accessible when clubs and societies are on excursions or trips.
- 5.6 Membership must be non-discriminating and open to all Monash students except as outlined in Clause 5.7.
- 5.7 No MONSU Caulfield Student Council Executive member, or the Clubs Officer may hold a committee position with any Club or Society.
- 5.8 Members of the Student Council Executive and MONSU Caulfield staff members shall receive non-financial membership privileges automatically to all clubs and societies.

## 6 Annual General Meetings

- 6.1 Affiliated and Incorporated Clubs must conduct an Annual General Meeting at which the committee for the following year is elected. The minutes of the Annual General Meeting must be submitted as part of the AGM Pack.

- 6.2 Only financial members shall be eligible to move motions, stand for office and vote at an Annual General Meeting of the Club or Society, keeping in line with Clause 5.7, 5.8, 11.1 and 11.2.
- 6.3 Quorum for an Annual General Meeting shall be a minimum of four (4) executive members and ten (10) other financial members.
- 6.4 Club executive committee members must present reports at the Annual General Meeting. Reports presented to members should include a report from the club President, Secretary and a club financial report from the Treasurer.
- 6.5 Clubs and Societies shall follow the procedures outlined in the MONSU Caulfield Clubs & Societies Administration Handbook as a guideline to conducting Annual General Meetings, or instructions otherwise distributed by the Clubs Officer and/or the Clubs & Culture Coordinator.
- 6.6 Notice of an Annual General Meeting shall be posted on the MONSU Caulfield noticeboards specifying the place, day and time of the meeting at least two weeks before the date of the meeting (legal requirement). Clubs must also notify all members in writing as per the legal obligations of an Incorporated Association.
- 6.7 Clubs and Societies must notify their Club Mentor of the place, day and time of the Annual General Meeting at least two (2) weeks in advance.

## 7 Rules of Association

- 7.1 The Club Rules of Association, as submitted to Consumer Affairs Victoria upon Incorporation, governs the operations of a Club or Society.
- 7.2 Any changes to the club Rules of Association must be passed and included in the minutes of a General Meeting and submitted to Consumer Affairs Victoria as per the legal obligations of an Incorporated Association.
- 7.3 Any Club or Society that has a Statement of Purpose or Rules of Association that conflict with the rules and regulations of MONSU Caulfield will not be affiliated with MONSU Caulfield until the necessary changes have been made.

## 8 Power of Clubs and Societies

- 8.1 As an Incorporated Association, an Incorporated Club is a separate legal entity and can operate freely in accordance with the club's Rules of Association and Statement of Purpose. Incorporated Clubs shall have the power to do all such things and acts conducive to the furtherance of the club/society aims and interests.
- 8.2 Incorporated Clubs may operate independent of MONSU Caulfield in line with their Rules of Association however they will not be able to access the resources of MONSU Caulfield. Clubs that do not follow the Requirements of Affiliation will forfeit privileges of affiliation and may be excluded from operating on campus.
- 8.3 MONSU Caulfield may investigate or direct any Registered Club, Affiliated Club or Incorporated Club, if it so desires. All Clubs and Societies must comply fully with any MONSU Caulfield request or direction. The Student Council President, Finance Officer or Clubs & Culture Coordinator may take

such a request or direction, in writing, to a Club or Society. The Student Council shall determine if any disciplinary action against a Club or Society or its executive members shall occur. Discipline may include deregistration and/or disaffiliation.

## 9 Finance

- 9.1 Clubs and Societies finances will operate through loan accounts, which are managed by MONSU Caulfield. This is accessible through payments at the MONSU Caulfield Service Desk and withdrawals through club finance requisitions and purchase orders. Clubs cannot operate their own bank accounts.
- 9.2 If a Club or Society is found to be operating their own bank account, the club funds will immediately be frozen until the bank account is closed, and the bank account is presented to the Clubs & Culture Coordinator or Finance Officer of MONSU Caulfield. The matter will be referred to the MONSU Caulfield Student Council for disciplinary action.
- 9.3 Clubs and Societies must not commit themselves to spending more money than is available in the club account. MONSU Caulfield will not cover losses incurred by a Club or Society.
- 9.4 All Club and Society expenditure must be approved at a club committee meeting where a voting quorum is present, via a motion being passed. The motion must be specifically recorded in the meeting minutes, including the amount approved and to whom the money is to be paid.
- 9.5 Two (2) Executive Committee Members from the same Club or Society must sign a Club Finance Requisition form and provide relevant receipts or invoices and minutes to access funds from the Club or Society account. Committee members cannot authorise reimbursements for themselves.
- 9.6 Club and Society account balances at the end of the calendar year will be carried forward to the following year.
- 9.7 Any Club or Society that lapses its affiliation for twelve (12) months or more, may have its MONSU Caulfield account terminated.
- 9.8 Club and Society grants are distributed in line with the MONSU Caulfield Club Grant Funding Proposal of each calendar year as decided upon by MONSU Caulfield Student Council.
- 9.9 For purchases of goods to the value of \$1000 or more, at least two (2) quotes from different suppliers must be obtained or clubs can operate through MONSU Caulfield's preferred suppliers. Any deviation from this requires permission from the Clubs & Culture Coordinator or MONSU Caulfield Student Council President.
- 9.10 Clubs may not pay for any costs associated with mobile phones from club funds, unless prior permission has been granted from the Clubs & Culture Coordinator, in exceptional circumstances.
- 9.11 It is expected that club committee members pay the full cost to attend club functions. If the committee feel it is appropriate for committee members to

receive a discount, it must be approved by the relevant Club Mentor, the Clubs & Culture Coordinator or the MONSU Caulfield Student Council.

- 9.12 All assets and equipment of the Club or Society shall remain the property of MONSU Caulfield for use by the relevant Club or Society.
- 9.13 For insurance purposes the club must submit a current asset list with the Affiliation Kit and inform the Clubs Officer and/or the Clubs & Culture Coordinator of any asset purchases throughout the year.
- 9.14 Sponsorship arrangements must be in line with the MONSU Caulfield Clubs and Societies Sponsorship Policy.
- 9.15 All goods purchased by MONSU Caulfield registered groups, affiliated clubs and incorporated clubs should be purchased in Australia; that is, clubs cannot purchase items overseas or in a foreign currency and be reimbursed in Australian dollars from the club account, unless prior permission has been granted by the Clubs & Culture Coordinator or MONSU Caulfield Student Council.

## 10 Committee Meetings

- 10.1 Committee Meetings must be conducted in the format outlined in MONSU Caulfield Clubs and Societies Administration Handbook or instructions otherwise distributed by the Clubs Officer and/or the Clubs & Culture Coordinator.
- 10.2 All agendas, minutes and attachments must be submitted to the relevant Club Mentor following each meeting.
- 10.3 Quorum for a club committee meeting shall be half (1/2) the Executive Committee plus one (1).

## 11 Committee Members

- 11.1 The President, Vice President, Secretary and Treasurer must be Monash student members of the respective club.
- 11.2 The Executive Committee of a Club or Society must comprise of at least six people, four of whom must hold the positions of the President, Vice-President, Treasurer and Secretary.
- 11.3 The members of the Executive Committee must be studying either part-time or full time on campus at least 2 days a week. If a Committee Member defers for a semester or more they must step down from the position so that a member studying on campus may take up the position in either an acting or permanent capacity.

## 12 Acknowledgments

- 12.1 All Registered, Affiliated and Incorporated Clubs and Societies must acknowledge MONSU Caulfield Inc support by:
  - incorporating the MONSU Caulfield logo or "affiliated with MONSU Caulfield Inc." on all publicity and written material i.e. newsletters and posters
  - displaying MONSU Caulfield banners at events (where possible)

- verbal acknowledgments at events

12.2 Failure to comply with By-law 12.1 will result in the following procedures taking place:

- If evidence is discovered which demonstrates a failure to acknowledge the MONSU Caulfield a written warning will be issued to the club committee.
- Two written warnings will be issued to the club committee before disciplinary action will be initiated against the club.
- If the club fails to acknowledge MONSU Caulfield following the two written warnings, the matter will be referred to the MONSU Caulfield Student Council for disciplinary action.
- Disciplinary action could result in up to 20% of any grant allocations being withdrawn from the club.