

## UNDERLYING PRINCIPLES

1. RUSU will not support a new club that replicates an existing RUSU club or has aims that are too similar to the functions of a RUSU Department, RUSU Collective or other RUSU body. To compare your idea to existing clubs, please compare to current clubs at : [www.rusu.rmit.edu.au/clubs/search](http://www.rusu.rmit.edu.au/clubs/search)
2. Sports Clubs and Arts Collectives are supported and funded through RMIT Link (Part of Student Services). RUSU affiliated academic, cultural, social/special interest, spiritual and political clubs. For RMIT Link go to [www.rmit.edu.au/link](http://www.rmit.edu.au/link)
3. RUSU will not support a Club that promotes violence and/or hatred through militarism and/or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political, religious or ideological conviction, or national or social origin.
4. RUSU will not support a club with aims focused on academically required activity (assessed or not), to fundraise for an academically required activity (assessed or not), to provide or subsidise practical materials required for completion of academically required activity (assessed or not) or for activity otherwise not allowed under the Student Services and Amenities Fee Act 2011 or provisions or guidelines related to the Act.

## TO START A NEW CLUB

### Step 1: Contact the RUSU Clubs Department with a brief outline of your new Club idea

1. Email [rusu.clubs@rmit.edu.au](mailto:rusu.clubs@rmit.edu.au) with a brief outline of your new club idea.
2. The Clubs Department will give you initial feedback about your idea – whether or not it meets our underlying principles, alternative ways to achieve your aims, suggestions about how to improve your idea, reasons why we can't support your idea.
3. If the Clubs Department believes your new Club idea is viable, we will help you develop your idea so you are ready to take the next step – applying for Provisional Affiliation.
4. You can ask for the link to apply for Provisional Affiliation even if we advise you that your application probably won't get supported.

### Step 2: Apply for 'Provisional Affiliation'

1. If you haven't already done so, find another three (3) enrolled RMIT students who are willing to help establish the club, decide on the club name, club aims and a plan of what the club's activities would be.
2. Then, email [rusu.clubs@rmit.edu.au](mailto:rusu.clubs@rmit.edu.au) to ask for the link to the Provisional Affiliation Application
3. Submit your application for Provisional Affiliation
4. It may take up to two (2) weeks to receive an outcome.
5. If Provisional Affiliation is approved, RUSU Clubs will send you further information and the required paperwork for the next step
6. If Provisional Affiliation is approved, you have until the end of Week 6 of the semester to complete the Full Affiliation process. (See Step 3)

### Step 3: Gain Full Annual Affiliation:

1. If Provisional Affiliation is approved, you need at least another sixteen (16) enrolled RMIT students to sign up to be Club Founding Members. This will give your club the minimum twenty (20) currently enrolled RMIT student members a club needs for Full Affiliation. The club must maintain at least twenty (20) enrolled RMIT student members. Non RMIT students can join as Associate Members but may not constitute more than 25% of your Club membership
2. Call a meeting of the founding members – this will be your Inaugural General Meeting (IGM). Make sure someone takes minutes (a written record) of the IGM as minutes are required for full affiliation.
3. At the IGM, your new club must :
  - 3.1. Formally adopt a club name;
  - 3.2. Formally adopt the club aims (make them achievable and measurable) ;
  - 3.3. Formally adopt a Club Constitution. Most Clubs use the Model Constitution will provide to you NOTE: If your Club develops its' own Constitution or uses an amended Model Constitution, your Constitution must be approved by the C&S Office before your club votes to adopt it at its' IGM.
  - 3.4. Decide whether or not the Club will have a membership fee (and if so, what that will be)

- 3.5. Elect the Club Executive Committee (at least 4 members to fulfil the traditional duties of President, Vice President, Secretary and Treasurer);
  - 3.6. Formally adopt an Annual Activity Plan (a basic plan of what the club is going to do).
  - 3.7. Complete the RUSU Full Affiliation paperwork which is provided when the group gains Provisional Affiliation.
4. After the IGM, contact your Clubs Officer to arrange your affiliation meeting. All four of the Executive Officers must attend. The meeting takes about 60 minutes. Bring your IGM minutes, the completed affiliation paperwork and the Club Constitution. At this meeting, the paperwork is checked, the new club bank account paperwork is completed, basic clubs processes will be explained etc.

## Step 4: Maintain Annual Affiliation

1. Clubs must re-affiliate every year (it's not just a one-time thing)
2. Clubs can be calendar year affiliated clubs (January to December) or mid-year to mid-year affiliated clubs. Your annually elected Executive must be enrolled at RMIT during their term of office or new elections and paperwork must be completed.
3. Annual Re-Affiliation requires the Club to present the minutes of the Club Annual General Meeting (AGM), the clubs annual financial statement and completed RUSU annual affiliation paperwork to the C&S Department (again at a meeting the Club Executive must attend). Re-Affiliation also includes transferring control of the club bank account to the new Club Executive (Clubs hold elections at their AGM for the following year Club executive).
4. Clubs failing to finalise their annual re affiliation by the semester deadline may not be able to re affiliate until the following semester.
5. Clubs failing to re-affiliate for two consecutive years will be considered to no longer exist. If this happens, RUSU will close down the club account and reabsorb any funds in the account, redistributing the funds to other RUSU clubs through the RUSU Clubs Financial Grants system.

**NOTE: Sports and Arts Clubs are coordinated through RMIT Link (part of RMIT Student Services). RUSU clubs are academic, political, special interest, cultural and faith based clubs.**

**FOR ADVICE AND ASSISTANCE WITH PREPARING YOUR APPLICATION FOR PROVISIONAL AFFILIATION OR FOR CLARIFICATION ABOUT THE PROCESS, PLEASE CONTACT THE RUSU CLUBS & SOCIETIES DEPARTMENT**

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### BRUNSWICK RUSU OFFICE

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