

RMIT University Student Union Incorporated

REGULATIONS

RMIT University Student Union Incorporated A0114140A

Updated 19 April 2023

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SECTION 1 STANDING ORDERS/MEETING PROCEDURES

Section 1.1

Conduct of Meetings

- 1.1.1 These Regulations are the standing orders and rules of debate for the conduct of meetings of the SUC of the Royal Melbourne Institute of Technology, and for the order of its Office Bearers, Committees and affiliated bodies.
- 1.1.2 The Agenda of the Council shall be determined by the SUC General Secretary in consultation with the SUC President.
- 1.1.3 Apologies shall be given in writing to the General Secretary before a SUC meeting and shall give sufficient reason to warrant being excused. The Chairperson may at their discretion accept verbal apologies.
- 1.1.4 Any duly convened Special Meeting shall deal only with the business arising out of the objects set forth in the notices convening the Special Meeting.
- 1.1.5 Unless otherwise stated in the Agenda, meetings of the Council shall be convened at 6.00pm.
- 1.1.6 The General Secretary shall call a ten (10) minute adjournment at least once in every continuous two (2) hour sitting of the Council. Four (4) hours after the appointed starting time of the meeting, if there is still business before the Council, the General Secretary shall put the following procedural motion without debate. The motion shall be won or lost by a simple majority of the Council members that vote. "That this meeting remains convened in order to deal with the business remaining on the agenda." If the motion is lost the General Secretary shall close the meeting immediately. If won, the motion shall be put again at thirty (30) minute intervals. No new business shall be added to the agenda after the above procedural motion has first been put and carried. Notwithstanding the above sentence no new business shall be added to the agenda after the commencement of the agenda item "General Business".
- 1.1.7 The RMIT University Student Union Council, where practicable, will conduct two SUC meetings per year at both Brunswick and Bundoora campuses. Bundoora meeting locations will be up to the discretion of the General Secretary to determine whether the meetings be held at Bundoora West or East.

Section 1.2

Quorum

Pursuant to Section 6.3 of the SUC Constitution the quorum of an ordinary SUC meeting shall be:

- 1.2.1 One half (1/2) plus one (1) of the total number of voting members of the SUC; and
- 1.2.2 If the quorum for a SUC meeting is not in attendance thirty (30) minutes after the specified time, then such a meeting shall be not held, and the business for such meeting shall be placed on the agenda for the next SUC meeting.
- 1.2.3 If the quorum at any SUC meeting lapses, the General Secretary shall suspend the business of the meeting for up to thirty (30) minutes while seeking to regain quorum. If quorum is not regained in that time, the General Secretary shall close the meeting, and notwithstanding that subsequently a quorum shall reappear, the meeting shall remain closed.

Section 1.3

Agenda

- 1.3.1 Each meeting of the SUC must include the following items on the agenda:
 - a. attendance
 - b. apologies

- c. observers
 - d. proxies
 - e. consideration and business arising from previous meeting minutes
 - f. starring and double starring of items. Starred items are for discussion, double starred items are for earlier consideration on the agenda, and unstarred items are for noting. Any voting member of the SUC may request an item to be starred or double starred.
 - g. financial reports as per article 5.2.1 of these regulations
 - h. a written report from each voting member of the student union council shall be included for noting at each ordinary meeting of the student union council, unless starred.
 - i. Motions.
 - j. other business
- 1.3.2 The General Secretary shall call for agenda items ten (10) working days prior to the meeting. Items to be included on the agenda must be submitted to the General Secretary seven (7) calendar days prior to the meeting. This includes 1.3.1.i
- 1.3.3 Agenda items shall be numbered and placed in to meeting agenda in an order determined by the General Secretary and consistent with the smooth functioning of the meeting.
- 1.3.4. Emergency items (not submitted in accordance with 1.3.2) may be included for consideration at the meeting, and shall be introduced under other business. For items to be considered emergency items, they shall have information that is time sensitive and not have been available when the call for agenda items was made. The General Secretary shall determine if items are emergency items and if they can be included on the next SUC meeting agenda.
- 1.3.5 The agenda shall be distributed to all members seven (7) calendar days prior to the meeting.

Section 1.4: Rules of Debate - Powers & Duties of the General Secretary (SUC Chair)

- 1.4.1 Pursuant to 6.10 of the Constitution, the General Secretary shall be elected as the General Secretary and shall chair all meetings of the SUC. In their absence the President is entitled to chair the meeting.
- 1.4.2 If the General Secretary wishes to enter into debate they shall vacate the Chair and call upon the President or in their absence another member of the SUC to act as Chair.
- 1.4.2 The General Secretary/SUC Chair shall be heard in silence and without interruption; when they rise during debate, all discussion shall cease.
- 1.4.4 Any member desiring to speak shall address their remarks to the General Secretary/ SUC Chair in restrained and courteous language, such remarks being relevant to the subject under consideration.
- 1.4.5 When two (2) or more members indicate their desire to speak, the General Secretary/SUC Chair shall call upon the member who, in their opinion, first indicated their intention.
- 1.4.6 The General Secretary/SUC Chair shall maintain order and may at any time eject a member for misbehaving, or adjourn a meeting which in their opinion has become disorderly.
- 1.4.7 The General Secretary/SUC Chair shall reject any motion which is not in accordance with the aims and objectives, Constitution, Regulations or Standing Orders of the SUC.

- 1.4.8 The General Secretary/SUC Chair shall interpret matters which are not dealt with in the Standing Orders or Rules of Debate.
- 1.4.8.1 If any member:
- (a) persistently and wilfully obstructs the business of the Council;
 - (b) is guilty of disorderly conduct;
 - (c) uses objectionable words and refuses to withdraw such words;
 - (d) persistently and wilfully refuses to conform to Regulation 1 or any parts thereof; or
 - (e) persistently and wilfully disregards the authority of the Chair, they may be named by the General Secretary/SUC Chair.
- 1.4.8.2 When any member is named they shall be called upon to stand up in their place and make a brief explanation or apology as appropriate to the circumstance, and afterwards a motion may be moved - "That such a member be suspended from the service of the Council." No amendment, adjournment or debate shall be allowed on such motion, which shall immediately be put by the General Secretary.
- 1.4.8.3 If any member be suspended, their suspension shall be for the remainder of that day's sitting.
- 1.4.8.4 When a member has been suspended they shall withdraw from the table/meeting and thereafter, during their period of suspension, be deemed absent from the meeting. Such member shall be deemed to be present for the purpose only of including them in the numbers constituting a quorum.
- 1.4.9 The General Secretary may be removed as Chair if two-thirds (2/3) majority of the SUC vote to do so. Such a vote must specify the term of removal from the Chair role.
- 1.4.10 In the event that the General Secretary role becomes vacant in accordance with section 11 of the Constitution, the SUC President shall temporarily full fill the duties of the General Secretary position and SUC Chair under these standing orders. The President shall urgently call a special meeting of the SUC to appoint a General Secretary in accordance with section 11.2 of the Constitution. Seven calendar days' notice of the meeting shall be provided. Notice shall include the time, location and stated purpose of electing an interim General Secretary. No other business may proceed until the position has been filled.

Section 1.5: Rules of Debate - Motions

- 1.5.1 All business shall proceed by way of motion which is affirmative in character. If the General Secretary /SUC Chair requests any motion shall be put in writing and handed to them, provided that this shall not apply to procedural motions.
- 1.5.2 Notwithstanding anything contained in these rules, any member may move to end debate by stating "That the motion now be put", if the motion is duly seconded, the General Secretary/SUC Chair shall then ask the members to vote to end debate. If carried, the motion or amendment before the meeting shall be put forthwith, without debate or amendment; if lost the debate shall proceed. Such a motion shall not be moved while a member is speaking.
- 1.5.4 No person shall interrupt another whilst they are speaking except on a point of order or in order to move that the speaker be no longer heard.

- 1.5.5 Questions shall not be accepted by the General Secretary/SUC Chair at any time if a motion has been put.
- 1.5.6 At any time a member may move "That strict order of debate be followed." Such motion duly seconded, shall be put to the vote forthwith without debate; if carried, thereafter no member shall, without the permission of the General Secretary/SUC Chair, speak more than once to each motion or amendment under discussion. The mover of the motion or amendment shall have the right of reply. The strict order of debate shall proceed once per motion, including amendments. The mover may speak on the introduction of their motion, and has the right to reply. Right of reply shall be allowed to the mover of a substantive amendment and once exercised all discussion on the amendment shall cease.
- 1.5.7 At any time during the debate, the General Secretary/SUC Chair may state, "This is now a formal debate". Which shall be in effect for the next ten minutes. Each member is entitled to ask one question to either the mover or seconder of the motion or amendment, and the responses should be either yes or no. At the end of the ten minutes, the question shall be called and proceed to a vote. If 2/3 of the voting members abstain from voting the motion shall be carried forward to the next meeting.
- 1.5.8 Except as hereinafter provided, any ruling of the General Secretary/SUC Chair may be challenged by a motion "That the Council dissents from the Chairs' ruling." On such a motion proposed and seconded, the General Secretary shall vacate the Chair. The mover of such a motion shall have the right to speak thereto and the General Secretary/SUC Chair to reply. Then the motion shall be put forthwith to the council who will vote on in the motion that "That the General Secretary's//SUC Chair's ruling be upheld". Once the decision is voted on, chair is reinstated.
- 1.5.9 A motion shall be superseded and lapse by a motion "That Council proceed to the next business" being resolved in the affirmative. The General Secretary/SUC Chair at their discretion may put such motion without debate.
- 1.5.10 Any person during the debate may raise a point of order, which must be seeking clarification in regard to the proceedings. The speaker called to order shall cease speaking until the point of order is decided, by the chair. The person raising the point of order shall state it concisely. Then the General Secretary//SUC Chair, without further discussion, shall give their ruling. The General Secretary's//SUC Chair ruling on a point of order is final. A point of order may be taken with regard to any irregularity in the proceedings but an explanation or contradiction is not a point of order, and is out of order.
- 1.5.11 Explanations may be accepted at the discretion of the General Secretary/SUC Chair.
- 1.5.12 Any SUC member may move at any time "That the meeting proceed in camera." Such a motion, duly seconded, shall be put without further debate, and if carried, no minutes shall be taken nor shall the business be discussed outside the meeting. On such a motion being resolved in the affirmative, the General Secretary//SUC Chair shall have the power to exclude non-SUC members as they think fit.
- 1.5.13 A visitor may be given speaking rights applying only to a particular topic provided a motion proposing such is passed by the meeting.

Section 1.6: Rules of Debate - Amendments of Motions

- 1.6.1 A motion may be amended or withdrawn by the mover with the consent of the seconder; a motion may be withdrawn by the mover without the consent of the seconder provided that the seconder shall have a primary option to move the motion as originally drafted.
- 1.6.2 Any member proposing an amendment may be required to forward it in writing to the General Secretary/ SUC Chair. Any motion or amendment not seconded shall not be further debated and shall lapse.
- 1.6.3 The motion or amendment under discussion may be amended by the deletion, substitution or addition of words, provided that no amendment shall be accepted by the General Secretary/SUC Chair which directly negates the motion or amendment under discussion. While an amendment is under discussion, it shall be voted on or removed prior to additional amendments being put forward.
- 1.6.4 Order of Action
 - (a) Amendments
 - (b) Substantive/Amendments
 - (c) Foreshadowedthen
 - (d) Substantive/Motions
 - (e) Foreshadowed/Motions
- 1.6.5 Providing that foreshadowed amendments and motions have not lapsed due to the substantive motion being resolved in the affirmative, remaining foreshadowed business shall be dealt with in the order it is accepted by the General Secretary/SUC Chair.

Section 1.7: Rules of Debate - Recommittal of Motions

- 1.7.1 Matters decided shall not be again considered within a period of two (2) months unless the SUC receives notice of recommittal containing a motion signed by at least ten (10) SUC members. Any motion twice rejected by the council shall not be considered again within the current term of the SUC.
- 1.7.2 Notice of recommittal shall enable the person giving such notice to move any motion relative to the recommitted motion at the time for which notice was given. They shall not be compelled to move the recommitted motion.
- 1.7.3 After notice of recommittal has been received at a meeting the General Secretary shall rule as to whether or not, in the best interests of the Student Union, action should proceed upon a motion that was carried before the time of the recommittal.
- 1.7.4 After notice of recommittal has been received from a member at a time other than at a meeting, the Secretariat shall rule as to whether or not, in the best interests of the Student Union, action should proceed upon a motion that was carried before the time of the recommittal.

Section 1.8: Rules of Debate - General

- 1.8.1 Motions with notice must be submitted in writing for inclusion under 1.3.1.i in the Agenda and shall be submitted to the General Secretary seven (7) days before the meeting. Such motions shall be numbered and placed in to meeting agenda in an order determined by the General Secretary and consistent with the smooth functioning of the SUC meeting.

Section 1.9: Voting

- 1.9.1 At their discretion, the General Secretary/SUC Chair may order a recount of votes and in any case shall do so at the request of any two (2) members of Council, providing that not more than two (2) recounts shall be taken unless a motion of the SUC so directs.
- 1.9.2 Save as otherwise provided in the Constitution of the SUC, at any meeting each elected SUC representative shall be entitled to exercise one (1) vote.
- 1.9.3 In accordance with the 4.1.8 of the Constitution, the position of Queer Officer/ may be held by two people, who hold one vote at SUC. The Queer Officers must declare at the start of each SUC meeting who will hold the vote for that meeting. This shall be recorded in the attendance section of the SUC Minutes. Where mutual agreement is not possible the right to hold the vote shall alternate between SUC meetings. Where a Queer Officer is not in attendance at the SUC, the vote shall automatically be held by the other Queer Officer. Regardless of voting rights, both Queer Officers shall have right to move or second motions, speak to motions and to have general speaking rights at SUC Meetings.
- 1.9.4 The General Secretary shall have a casting vote in addition to their representative vote provided that they exercise the right to vote before the count is taken, or where the casting vote is required to resolve a tied vote.
- 1.9.5 Ex-officio members have the right to move or second a motion, speak to it, but not to vote on it.

Section 1.10: Proxies

- 1.10.1 A member may appoint another SUC member as defined in 6.15 of the Student Union Constitution to attend the meeting and vote instead of that member.
- 1.10.2 A proxy must be given in writing to the General Secretary twenty-four (24) hours in advance of the advertised meeting start time. They must include a current contact phone number and contact email. The General Secretary may phone the candidate to confirm the validity of the proxy vote.
 - 1.10.2.1 Proxies may be given from members who shall be:
 - (a) absent from a meeting; or
 - (b) who expect to be absent at the time when the motion is put.
 - 1.10.2.2 In respect of motions of which notice has been given or foreshadowed motions by a person:
 - (a) who is present at the time when notice is given, or the motion is foreshadowed; but
 - (b) who expects to be absent when the motion is put.
 - 1.10.2.3 Where a member will be absent from the meeting a proxy may be given for specific motions and agenda items or may be given as a blanket proxy for all items under consideration at the meeting. Any specific instructions regarding the use of a proxy vote need to be submitted to the

General Secretary with the proxy. If no specific instructions are received it will be assumed it is a blanket proxy.

Section 1.11: Suspension of Standing Orders

- 1.11.1 Standing Orders or Rules of Debate may be suspended provided that such motion shall have the concurrence of two-thirds (2/3) of the voting members of the SUC.

Section 1.12: Validity of Voting

- 1.12.1 Objections of non-compliance with these Regulations, must be made prior to the termination of the next meeting and no motion, amendment, resolution passed, decision made or action taken at a properly convened and constituted meeting of the SUC shall be deemed invalid.

Section 1.13: Circulation of these Regulations

- 1.13.1 A full copy of these Regulations shall be circulated by the General Secretary of the SUC to all members of the SUC, and available on the RUSU Website.

Section 1.14: Matters Not Dealt With

- 1.14.1 Any matters not dealt with in the above standing orders shall be ruled on by the Chair.

Section 1.15: Timely Reporting

- 1.15.1 Reports pursuant to 1.3.1.h of these Regulations shall be submitted to the General Secretary as agenda items pursuant to 1.3.2 of these Regulations.
- 1.15.2. Reports shall be a minimum of one hundred (100) words for office bearers and Secretariat members and 50 fifty (50) for general and campus representatives and must outline key activities (meetings, events, committees, campaigns) that the SUC member has taken in their elected Student Union representative capacity since the previous meeting.
- 1.15.2 Any member of the SUC who fails to appropriately submit such a report without prior leave of the General Secretary shall be required to submit and present such a report and an apology to the next ordinary meeting of the SUC.
 - 1.15.2.1 A motion shall then be put "that the SUC accepts the apology of the member". Where the apology is not accepted and where the member receives an honorarium for their position, one fortnight's payment of the member's honorarium will be withheld. If the motion is successful, the General Secretary or President shall arrange appropriate adjustment of payment due to the member, providing the pay period falls after the appeal period has expired.
 - 1.15.2.2 If the member is absent from an SUC meeting that determines to withhold their honorarium, the General Secretary shall immediately notify the member of the decision and their right to appeal.
 - 1.15.2.3 The member shall have the right to appeal the decision through application to the Secretariat. Such an appeal must be submitted to the Secretariat through the General Secretary within seven (7) days of the decision and shall only be heard once. The Secretariat must meet promptly to hear the appeal. Honorarium shall not be withheld until after such an appeal has been heard by the Secretariat.

- 1.15.3 Where a member is aware of their likely inability to submit a report to the next ordinary meeting of the SUC, they may submit a request to the General Secretary for prior leave of this duty for up to one (1) meeting. Such leave shall be granted at the discretion of the General Secretary.

1.16 Summary of SUC minutes

1.16.1 The General Secretary (or a designated member of staff) shall produce a summary of the minutes for each SUC meeting. This summary will list the title, submitter, mover, seconder and the outcome for each motion.

1.16.2 The summary must be posted on the RUSU website within 7 working days of the SUC meeting.

1.16.3 If the General Secretary (or designated member of staff) determines that including a specific motion in the summary would undermine the union's aims and objectives or otherwise harm (or create the potential to harm) in any way, then the General Secretary (or designated member of staff) may redact the motion from the summary.

1.16.4 The General Secretary may designate a member of staff to assume responsibility for the production and publication of the summary of SUC minutes.

1.16.5 If a student wishes to access the complete minutes then they may do so in accordance with the RUSU constitution.

SECTION 2: SECRETARIAT

Section 2.1: Membership

- 2.1.1 Pursuant to Section 8 of the Student Union Constitution there shall be a Secretariat of the Student Union Council that shall include the following voting members:
- President of the SUC.
 - General Secretary.
 - Education Officer
 - Brunswick Co-ordinator.
 - City Co-ordinator.
 - Bundoora Co-ordinator.
 - One (1) other officer of the student union elected by the first SUC meeting, as per article 16.7 of the constitution.

Section 2.2: Meetings

- 2.2.1 A Meeting of the Secretariat may be called by:
- The SUC President; or

- The SUC General Secretary; or
- The General Secretary at the request of any two members of the Secretariat.

2.2.2 The General Secretary of the SUC shall be the Chair of the Secretariat and shall have a casting vote. The President shall be the Chair and shall hold the casting vote in the absence of the General Secretary.

2.2.3 The quorum of the Secretariat shall be four (4).

Section 2.3: The Powers, Duties and Responsibilities

2.3.1 To provide advice on policy issues in areas where SUC policy is absent.

2.3.2 To interpret policy if required between SUC meetings.

2.3.3 To consult on expenditure regarding cross-campus Secretariat costs and make recommendations as appropriate.

2.3.4 To initiate and organise cross-campus emergency campaigns as required.

2.3.5 To make recommendations to the SUC, SUC President and/or Campus collective's as appropriate.

2.3.6 To make documentation available to the SUC on all decisions made by the Secretariat.

2.3.7 All decisions of the SUC Secretariat must be forwarded to the next SUC meeting for ratification.

2.3.8 To undertake the administration, financial and staff management, pursuant to the terms and conditions outlined in the Industrial Agreement, and the SUC Constitution, Regulations and Policies

2.3.9 To appoint the RUSU Complaints people at the first meeting of the Secretariat. as per clause 3.3 of these Regulations.

2.3.10 To appoint Secretariate/ SUC members to internal committees where required under the Enterprise Agreement

2.3.11. To delegate any powers of the Secretariat, except the power to further delegate, to appropriate members of RUSU staff and SUC Office bearers, in accordance with the constitution and these regulations.

SECTION 3: STUDENT UNION COUNCIL

Section 3.1: Student Union Council Elect Meeting

3.1.1 Pursuant to sections 4.1.1, 6.3.2 and 16.7 of the Constitution, the SUC will elect the President and Communications Officer, during a meeting that shall be held in October each year. This meeting shall be known as the 'SUC Elect Meeting'.

3.1.2 All of the members who have been elected to take office on 1st November are entitled to attend the SUC elect meeting and shall receive notice of the meeting in accordance with the requirements of the Constitution and Regulations. The two (2) Alternative General Representatives (as defined in section 16.29 of the Constitution) shall be invited to attend the meeting as observers. They will not have voting rights and standing unless an existing position which they are entitled to fill, pursuant to sections 11.5 and/or 11.1.9 of the Constitution is vacated.

3.1.3 The meeting will be convened and chaired by the General Secretary elect, who will hold the casting vote in addition to their representative vote pursuant to regulation 1.9.4.

3.1.4 The SUC may appoint a staff member/s of the Student Union or an external provider (i.e. a representative of the Victorian Electoral Commission or other duly authorised and recognized body) to act as Returning Officer/s to administer the SUC Elect Meeting elections.

3.1.5 A proxy may be submitted in writing for all items of business at the SUC Elect meeting, including for the election of the President elect and Communications Officer elect, providing it complies with section 1.10 of the Regulations.

3.1.5.1 All proxies must be given in writing to the General Secretary elect (via the advertised contact point) twenty-four (24) hours in advance of the advertised meeting start time. They must include a contact phone number and contact email. The General Secretary may phone the candidate to confirm the validity of the proxy vote.

3.1.5.2 A proxy may be given for specific items of business or as a blanket proxy for all items considered by the meeting. Any specific instructions regarding the use of a proxy vote need to be submitted in writing to the General Secretary with the proxy. If no specific instructions are received it will be assumed it is a blanket proxy.

3.1.6 The order of elections will be President and then Communications Officer (consistent with the order of positions in section 4.1 of the Constitution).

3.1.7 Nominations will be conducted as follows:

3.1.7.1 All of the members who have been elected to take office on 1st November shall be entitled to nominate for and vote for the President elect and Communications Officer elect. Pursuant to section 4.1.1, 4.1.11 and 16.7 of the Constitution.

3.1.7.2 Nominations must be submitted in writing to the General Secretary (elect) via the advertised email address, forty-eight (48) hours ahead of the advertised meeting start time. Email nominations must include the full name, student number of the nominee and the position they are nominating for. Each nominee must be a voting member of the SUC elect (in accordance with 16.7).

3.1.7.3 The General Secretary shall provide a printed list of nominations at the SUC Elect meeting.

3.1.7.4 The General Secretary (under the supervision of the Returning Officer) will read out the nominations to the SUC. After each nomination is read out the nomination must be moved and seconded from the floor in order for the nomination to be valid. Each nomination must be moved and seconded by a voting member of the SUC elect (in accordance with 16.7). Each nominee will have the opportunity to speak briefly to their nomination (or in their absence have a brief statement read by the General Secretary on their behalf).

3.1.8 Where only one nomination is received, the candidate will be declared 'elected unopposed'. The declared election result will be recorded in the minutes of the SUC by the General Secretary.

3.1.9 Where a position is contested a vote will be taken through a simple show of hands (including proxy votes) for each nominee. The vote will be counted, recorded and declared by the Returning Officer. The declared election results will be recorded in the minutes of the SUC by the General Secretary.

3.1.10 At the conclusion of the election and declaration of the outcome for the role of President, a position will be declared vacant on the SUC pursuant to section 11.1.9 of the Constitution.

3.1.10.1 Where a vacated position is a General Representative, an Alternate General Representative will be appointed pursuant to sections 11.5 of the Constitution.

3.1.10.2 Where a vacated position is a voting member of the SUC other than a General Representative, the vacancy will be filled by the process outlined in section 11.2 of the Constitution. The SUC may determine (through a majority vote resolution) to defer filling a position thus vacated to the next ordinary meeting of the incoming SUC.

3.1.11 At the conclusion of the election and declaration of the outcome for the role of Communications Officer, a position will be declared vacant on the SUC pursuant to section 11.3.1.11 of the Constitution.

3.1.11.1 Where a vacated position is a General Representative, an Alternate General Representative will be appointed pursuant to sections 11.5 of the Constitution.

3.1.11.2 Where a vacated position is a voting member of the SUC other than a General Representative, the vacancy will be filled by the process outlined in section 11.2 and 11.3 of the Constitution. The SUC may determine (through a majority vote resolution) to defer filling a position thus vacated to the next ordinary meeting of the incoming SUC.

3.1.12 The SUC elect meeting will also elect one (1) Officer of the Student Union to the Secretariat (from the Officers specified in section 4.1 of the constitution pursuant to section 8.1.7 of the Constitution. The nomination and election process employed will be as per those used to elect the President elect and Communications Officer elect (3.1.2 to 3.1.9 of these Regulations).

3.1.13 The SUC elect meeting may also elect or appoint Officers of the SUC (elect) to other internal and external committees (appointments will be effective 1st November), provided all such appointments are included as business in the agenda circulated prior to the meeting. Nominations for these positions shall be taken following the process prescribed in section 3.1.7 of these regulations.

Section 3.2: Probity Checks

3.2.1 The SUC shall ensure thorough probity checks and declarations are submitted by all voting members of SUC (as per section 5.1 of the Constitution) by November 1st each calendar year if elected during the standard election period, or within one month of appointment by the SUC or through a by-election at any other period. The following checks shall be performed and a summary report presented to the SUC:

3.2.1.1 Bankruptcy – Confirmation that individual is not currently identified by the Australian Security and Investment Commission (ASIC) Register of Persons Prohibited or Disqualified by ASIC under provision of the Corporations Act 2001 (Commonwealth); and Insolvency and Trustee Service Australia National Personal Insolvency Index.

3.2.1.2 Declaration of private interests – A declaration of the individual's actual or potential conflicts of interest.

3.2.1.3 Disqualification from acting as a Director – A declaration that the individual is not disqualified by a court of the Australian Security and Investment Commission from acting as a director or manager.

3.2.1.4 National Police Check – A national police certificate (name only) check of criminal history. Individuals convicted of a criminal offense shall be considered to have failed the probity check unless a written appeal is submitted to the SUC Appeals Committee within seven (7) days and the appeal is subsequently upheld.

3.2.2 The SUC may engage an external agent to conduct and report on probity checks.

3.2.3 in accordance with the RUSU RMIT Deed agreement, all members of the SUC are required to hold a current and valid Working with Children's Check (volunteer check is acceptable) as a requirement of their role.

3.2.3 Members of the SUC who have successfully completed the above probity checks through the Student Union processes within 14 months of the start of their term will not be required to undertake the probity checks, unless specifically requested to do so by the Secretariat. They will however be required to submit a declaration confirming that there have been no changes in their circumstances that would potentially impact a probity check outcome.

3.2.4 Vacancy – In accordance with the Constitution section 11.1.10 failure to meet the requirements of any prescribed probity check or Working with Children's Check will result in a vacancy in that position. To provide privacy, individuals will be provided seven (7) days notice with the opportunity to resign prior to the vacancy being announced as a result of failing probity requirements at the immediate next ordinary meeting of the SUC.

3.2.4.1 Failure to submit probity checks or Working with Children's Checks by the timeframe stipulated in Regulation 3.2.1 will also result in vacancy. The General Secretary has the discretion (under advisement of the Governance & Operations Manager) to allow for an extension of the timeframes stipulated in 3.2.1 of up to 30 days in compelling circumstances or where delays in the probity checks or Working with Children's Checks are due to circumstances outside the control of the Student Union Council member.

3.2.5 Appeals against failure of probity checks – Elected voting members may lodge an appeal against a failed probity check finding to the Student Union Governance and Operations Manager. The Appeal will be considered and determined by the SUC Appeals Committee within seven (7) days of notification.

3.3 Complaints Process

3.3.1 The Student Union shall have a process for dealing with complaints about the Student Union.

3.3.2 The Complaints people will be

- President
- Governance & Operations Manager
- One (1) member of the SUC appointed at the first Secretariat
- One Student Union staff member (appointed by the Secretariat)

3.3.3 There will be an advertised complaints contact email for people who want to make a complaint about the Student Union. An appropriately trained Student Union staff member/s shall be appointed, who shall direct complaints to specific complaints people as appropriate to the type of complaint and issue.

3.3.4 RUSU shall retain a register of complaints (types, numbers and outcomes) which shall be administered by the appointment staff member/s and provided to the Governance & Operations Manager and President twice annually.

Section 3.4 SUC Code of Conduct

3.4.1 The Student Union shall have a Code of Conduct for members of the SUC. The development, review, updating and operations of the Code of Conduct will be governed by RUSU policy and procedure.

3.4.2 The Code of Conduct must be provided to all elected and ex-officio members of the SUC.

3.4.3 Breaches of the Code of Conduct may be grounds for disciplinary action.

Section 4: Collectives ,Committees & Departments of the Student Union Council & Affiliated Clubs

STUDENT UNION COLLECTIVES & COMMITTEES

Section 4.1: Definition of Student Union Collectives and Committees

- 4.1.1 Student Union Collectives and Committees are a fundamental to the Student Union, and are distinct from affiliate clubs and societies (which affiliate through the RUSU Clubs & Societies department in accordance with section 4.4 of these regulations).
- 4.1.2 Clauses in section 4.2 specifically apply to Student Union Collectives or Committees (listed In section 2). Section 4.2 does not apply to Catalyst (section 4.3) and affiliate clubs and societies affiliated in accordance with section 4.4 of these regulations.

Section 4.2: Collectives & Committees

- 4.2.1 Pursuant to Section 7.2 of the Constitution, the SUC may establish collectives and committees of the Student Union.

The SUC has the power to establish the following Collectives & Committees as required:

- 4.2.1.1 The Education Collective;
- 4.2.1.2 The Welfare Collective;
- 4.2.1.3 The Women's Collective;
- 4.2.1.4 The Queer Collective;
- 4.2.1.5 Disabilities & Carers Collective
- 4.2.1.6 The Indigenous Students Collective

- 4.2.1.7 The International Students Collective
- 4.2.1.8 The RUSU Postgraduate Committee;
- 4.2.1.9 The Activities Collective;
- 4.2.1.10 Sustainability Collective;
- 4.2.1.11 Campus Collectives (City, Brunswick and/or Bundoora);
- 4.2.1.12 Communications Collective;

The SUC shall have the power to establish additional committees and sub-committees to achieve the objectives of RUSU, via motions approved by a two thirds majority vote.

4.2.2 Requirements of Student Union Collectives and Committees

4.2.2.1 All Collectives and Committees of the SUC formed under section 4.2.1 must comply with the core requirements as outlined in clauses 4.2.2 to 4.3.9.

4.2.2.2 Collectives and Committees shall be convened by the elected office bearer responsible for the RUSU department related to the specific collective. Pursuant to section 5.2.3 of the Constitution, if this is not feasible or fails to occur the SUC may intervene including delegating the responsibility to convene the Collective or Committee to another appropriate person, providing such person is an enrolled RMIT student.

4.2.2.3 In accordance with section 4.2.2 and 4.3.3 of the constitution the SUC may prescribe the duties of the Collective and Committee convenors.

4.2.3 Membership of Collectives or Committees shall include:

4.2.3.1 The Collective/ Committee Convenor/s

4.2.3.2 The Student Union President (or nominee). Where the President does not identify as female they are required to nominate a female identifying nominee to stand in their place;

4.2.3.3 All currently enrolled RMIT students, except where the collective or committee has specific membership requirements focusing on a specific cohort of students. Specific membership requirements apply to the following Collectives and Committees;

- i) Women's Collective – all currently enrolled female and non-binary identifying students are eligible to be members
- ii) Queer Collective - all currently enrolled LGBTIQ+ identifying students are eligible to be members
- iii) Disabilities & Carers Collective - all currently enrolled students who identify as having a disability or being a carer are eligible to be members
- iv) Indigenous Collective – membership criteria as determined by the elected Indigenous Officer and approved by SUC
- v) International Students Collective – all currently enrolled international students
- vi) Postgraduate Students Committee – all currently enrolled postgraduate students
- vii) Campus Collectives - all currently enrolled students for the respective campus

4.2.3.4 Meetings of Collectives or Committee shall be convened by the convenor. A minimum 7 days notice of meetings shall be provided and meetings will be broadly advertised and open to all eligible students.

4.2.3.5 The Convenor of each Collective or Committee shall forward the minutes of all meetings to the General Secretary, President and Governance & Operations Manager as soon as practicable.

4.2.3.6 Powers of Collectives & Committees – Collectives and Committees do not have the authority to; make decisions, approve policy, make public statements, incur liability or commit to contractual obligations on behalf of the Student Union.

4.2.3.7 Collectives or Committees may approve motions making recommendations to the SUC or Secretariat (in accordance with the established process and the Student Union Constitution). All recommendations of a Collective or Committee to the Student Union shall be forwarded to the General Secretary who shall put them on the agenda of the appropriate decision-making body (SUC or Secretariat). Such recommendations of Collectives or Committees shall not become operative until adopted by the SUC or Secretariat.

4.2.3.8 The SUC may at any time determine that a Collective or Committee may carry out a function not set out in this regulation, such function must not be inconsistent with the aims and objectives and functions of that Committee, or the SUC.

4.2.3.9 The SUC may approve specific additional clauses/ rules to ensure the smooth operations/ functions of any of the above Committees and Collectives, in addition to the core clauses in regulations 4.2. Additional clauses/rules must be consistent with and cannot override RUSU Constitution, Regulations and/or Policies. Additional clauses may be proposed by the RUSU President, General Secretary, relevant office bearer, and /or the collective/committee themselves.

SECTION 4.3 CATALYST & EDITORIAL BOARD

4.3.1 The Student Union shall have a department called Catalyst.

4.3.2. Catalyst Aims & Objectives

4.3.2.1 To further the aims of the Student Union as expressed in the Constitution and to provide a medium(s) whereby RMIT students may give information and express opinions on subjects affecting them.

4.3.2.2 To encourage and publicise where possible, literary, artistic and other cultural talents of RMIT students.

4.3.3 Catalyst Publication & Production

4.3.3.1 Catalyst is a Student Union owned and published publication. This must be recognised in print and online iterations of publications and media produced under the Catalyst banner and by the Catalyst department.

4.3.3.2 Catalyst does not have the authority to incur liability or commit to contractual obligations (including printing contracts) on behalf of the RMIT University Student Union, unless such expenditure, contract, policy or liability is approved by and provided for by the SUC or Secretariat (where Secretariat has that authority).

4.3.3.3 As the publisher and responsible entity, the Student Union has the authority to intervene in editorial decisions about the print and online iterations of publications and media produced under the Catalyst banner and by the Catalyst department. Wherever practicable this shall be done collaboratively through the Editorial Board process.

4.3.4 Editorial Board Membership

4.3.4.1 Catalyst Editor/s who shall chair and convene the Editorial Board

4.3.4.2 The SUC President (or nominee)

4.3.4.3 The SUC Communication Officer

4.3.4.4 The Student Union may appoint one or more resource staff member/s (Student Union staff). Such appointments shall be approved by the Secretariat.

4.3.5 Editorial Board Powers and Duties

4.3.5.1 The Board shall have the power to draft policy and provide direction relating to the administration and production of publications, in particular regarding such matters as:

4.3.5.1.1 Printing Contracts

4.3.5.1.2 Contents of the publication

4.3.5.1.3 Number of editions and schedule of publication dates

4.3.5.1.4 Distribution

4.3.5.1.5 Advertising sponsorship, which shall be in accordance with SUC policy

4.3.5.2 The publication must be viewed by the Governance & Operations Manager (or nominee) (staff member) prior to publishing. They shall check each publication for material which may be potentially defamatory, liable, or which may negatively affect the reputation of Catalyst and/or the Student Union, and/or which may result in legal action being taken against the Student Union. Where the Governance & Operations Manager (or nominee) (staff member) has concerns about proposed material, the material will be withdrawn from publication or the publication will be delayed and the Student Union will seek legal advice on the matter immediately.

4.3.6 Election of Catalyst Editor/s

4.3.6.1 The editor/s of Catalyst shall be directly elected by the members of the Student Union at the same time and under the same conditions pertaining to the Annual General Election of the SUC.

4.3.6.2 Catalyst shall be edited by a single person or group of people.

4.3.6.3 Nominations for the position of Editor/s and Board members shall be called for at the same time as the SUC General Elections.

4.3.6.4 Where a position of Catalyst Editor becomes vacant, the SUC shall note the vacancy and appoint a replacement editor. Approval of a replacement editor shall require a 2/3 majority vote of SUC.

4.3.7 Powers and Duties of Catalyst Editor/s

4.3.7.1 To edit all material submitted for publication, and/ or provide adequate support and oversight to sub editors undertaking this role.

4.3.7.2 To produce a high-quality publication called Catalyst and distribute the publication across all Melbourne RMIT campuses. A minimum of five (5) printed editions are required to be produced per year.

4.3.7.3 To interpret the direction of the Editorial Board when producing Catalyst.

- 4.3.7.3 To bring any content that is potentially defamatory, liable, or which may negatively affect the reputation of Catalyst and/or the Student Union to the attention of the Editorial Board members for direction prior to publication (print or online).
- 4.3.7.4 To involve RMIT students in the creation of the Catalyst publication and other Catalyst projects.
- 4.3.7.5 To support the development of skills and capacity of RMIT students through involvement in Catalyst publications and projects.

Section 4.4 AFFILIATED CLUBS & SOCIETIES

In accordance with section 15.6 to 15.8 of the Constitution, the Student Union may affiliate student clubs and societies.

4.4.1 CLUBS & SOCIETIES DEPARTMENT AIMS & OBJECTIVES

- 4.4.1.1 Ensure the department's operations are consistent with the SUC Constitution and these Regulations;
- 4.4.1.2 Ensure that each affiliated body is run according to RUSU Regulations and Policy, the body's Constitution, University Policy and Regulations and the Law and to intervene accordingly;
- 4.4.1.3 To encourage campus-based clubs and societies to cater for the needs and interests of students on campus;
- 4.4.1.4 To provide and administer resources to RUSU clubs and societies;
- 4.4.1.5 To provide grants in the form of subsidies to RUSU clubs and societies;
- 4.4.1.6 To administer the grant criteria;
- 4.4.1.7 To make recommendations as to the annual budget for the expenditure of the SUC allocation to the Department and,
- 4.4.1.8 To represent and advocate for RUSU clubs and societies in matters affecting them when dealing with RUSU, RMIT University or any other body.

4.4.2 CLUB MEMBERSHIP TYPES

The Four (4) categories of RUSU Club Membership are:

- 4.4.2.1 **Full Membership** – Full membership of RUSU clubs is limited to currently enrolled RMIT students. All currently enrolled RMIT students who genuinely support the aims and objectives of a RUSU affiliate club shall be eligible for Full Membership of that club. This shall entitle them to; participate in Club activities, vote at club General Meetings, to be nominated and elected to the Club Executive and/or Board of Management (pursuant to these regulations). The following exceptions apply:
 - (a) For academic clubs as per Section 4.4.2.2. of these Regulations and/or;
 - (b) Where restrictions apply to promote substantive equality and which meet the requirements for a special measure under Section 12 of the Equal Opportunity Act 2010 (VIC). In determining if a club meets these requirements the Clubs department will refer to the Victorian Civil and Administrative Tribunal (VCAT) decision of Waite Group (Human Rights) [2016] VCAT 1258 as a guide to these requirements and the questions which may be asked to assess whether the proposed club would satisfy each requirement and/or;
 - (c) Where the individual seeking membership was previously expelled from that club or subject to disciplinary measures. In such cases it shall be at the discretion of the current club Executive (with advice from the Clubs department) to approve or deny membership to the club and to set reasonable formal terms of re-admission if necessary.

- (d) Where additional conditions for eligibility for election to a Club Board of Management position or positions are permitted as per 4.4.4.17 and/or 4.4.4.18 of these Regulations.

4.4.2.2 **Social Membership** – Due to their specific nature, Academic Clubs may elect to limit Full Membership only to RMIT students enrolled in the academic area (Program/s, School or College) the club was established to service. The club can elect to offer Social Membership, which shall be open to all other RMIT students. Where the club elects to limit full membership or offer social membership, this must be specified in the Clubs Constitution.

4.4.2.2.1 Social members are NOT eligible to nominate or be elected to the executive or Board of Management, unless the positions are genuinely unable to be filled by Full Members.

4.4.2.2.2 Both Full Members and Social Members of Academic clubs shall be included in calculations of RUSU Grant entitlements where such entitlements are determined by the number of currently enrolled RMIT student club members. The requirement of annual membership of twenty (20) Full Members required to affiliate and maintain Club status remains and cannot be substituted with social members.

4.4.2.3 **Associate Membership** – RUSU Clubs may have a category of Associate membership. Associate members may be; RMIT Alumni, students at other universities, members of staff, or members of the general community. Where the club provides for Associate membership the requirements for this membership must be specified in the Clubs Constitution.

4.4.2.3.1 RMIT Academic Staff or permanent RUSU employees may only be Associate Members of clubs. Currently enrolled RMIT students employed in student casual positions at RMIT or RUSU are able to be Full Members of Social Members of Clubs.

4.4.2.3.2 Associate members are NOT eligible to nominate or be elected to the Club Executive or Board of Management.

4.4.2.3.3 Associate members shall not be counted in the calculation of club grants nor be the beneficiaries of SUC grants.

4.4.2.4 **Honorary Life Membership** - may be granted by a majority vote at a club General Meeting. Honorary Life Members shall have attendance rights at all meetings but no voting rights.

4.4.2.4.1 Honorary Life Members shall have attendance rights at all meetings but no voting rights.

4.4.2.4.2 Honorary Life members are NOT eligible to nominate or be elected to the Club Executive or Board of Management.

4.4.2.4.3 Honorary Life Members shall not be counted in the calculation of a club's RUSU Clubs Grants entitlements nor be the beneficiaries of RUSU grants.

4.4.3 CLUB MEMBERSHIP REQUIREMENTS

4.4.3.1 Enrolled students may join more than one club.

4.4.3.2 Club members can only be elected to the Club Executive of two (2) clubs.

4.4.3.3 RMIT Academic Staff or permanent RUSU employees may only be Associate Members of clubs pursuant to clause 4.4.2.3 or honorary membership pursuant to 4.4.2.4. Currently enrolled RMIT students employed in student casual positions at RMIT or RUSU are able to be Full Members of Social Members of Clubs.

- 4.4.3.4 A RUSU Club must have at least twenty (20) Full Members (all of whom are currently enrolled RMIT students) to start a new club and must maintain a minimum of twenty (20) currently enrolled Full Members during each affiliation period
- 4.4.3.5 Annual Club Membership numbers (above the minimum twenty (20) currently enrolled RMIT student members required for affiliation) must be determined by presentation of the official club current membership list to the RUSU Clubs & Societies department or verified through the RUSU Clubs & Societies online clubs registration process for that club. This shall include: full name, RMIT student number (for Full Members & Social Members), category of membership (Full, Social, Associate or Honorary Life Member), date of annual membership, date joined and membership fee paid (if any).
- 4.4.3.6 Applications for membership to a club shall close upon the opening of nominations for election to the Club Executive and Board of Management and be suspended until the Annual General Meeting or Special General Meeting is concluded and the Board of Management elections are completed. The opening of nominations (and suspension of processing of membership applications) must occur at least two (2) weeks before the election for members of the Board of Management is called (through the Annual General Meeting or Special General Meeting as applicable).
- 4.4.3.7 A club has the discretion to allow potential members to attend the Annual General Meeting or Special General Meeting as observers. However, as they are not yet members they cannot nominate for any position of the Club Executive or Board of Management, vote in any elections or resolutions or count as quorum for the meeting.
- 4.4.3.8 Applications for membership to a club shall reopen after the club's Annual General Meeting and the Club Executive and Board of Management elections are concluded (through the AGM or SGM process) pursuant to clause 4.4.3.5.
- 4.4.3.9 Membership of a club is for the duration of the twelve (12) months affiliation period only. Members must re-join the club each affiliation period. Members may resign their membership at any time in accordance with the Club's Constitution.
- 4.4.3.10 RMIT student members of clubs (Full Members or Social Members) must be always be charged a lesser membership fee and activity participation fee (e.g. ticket price) than Associate Members and all others.
- 4.4.3.11 Currently enrolled RMIT students (Full Members or Social Members) must comprise at least 75% of the membership of any RUSU affiliate club.
- 4.4.3.12 All conditions for eligibility for the different categories of membership of a club, and the differentiation in membership and participation costs must be clearly stated in the Club's Constitution and provided to Members and potential members at the time they join/re-join the club or make enquiries about membership.

CLUB EXECUTIVE & CLUB BOARD OF MANAGEMENT

- 4.4.4.1 Each affiliate club shall elect a Club Executive and a Board of Management to coordinate the activities of the club for one (1) affiliation period. The Board of Management shall include:
 - 4.4.4.1.1 The **Club Executive**, which shall be comprised of a minimum of four (4) Full members and a maximum of seven (7) full members. The essential minimum roles on the Club Executive shall be: President/Convener, Secretary and Treasurer. Optional additional roles on the Club Executive may include, but are not limited to; Vice President, Assistant Secretary, Assistant Treasurer. Clubs defined as 'Small Clubs' may seek approval from the Clubs & Societies Officer (Staff member) to limit the Club Executive to the three (3) core roles.
 - 4.4.4.1.2 **General Officer Bearers of the Board of Management.** Clubs can choose to create and fill further specific roles on the Board of Management as required by their club. Optional additional roles on the Board of Management may include, but are not limited to; Events Coordinator, Communications Officer, Fundraising Coordinator.

- 4.4.4.2 The structure of each club's Club Executive and Board of Management and the process to attain a position on the Board shall be outlined in the club's Constitution, subject to the minimum requirements outlined in these regulations. Umbrella Clubs (such as whole of School Clubs) shall have the ability to vary the above Club Executive/Board of Management structure upon agreement of the Clubs Departments (through the written approval of the Clubs Officer (staff))
- 4.4.4.3 Where a Club only fills the Club Executive roles, these positions shall be responsible for all of the responsibilities attributed to both the Club Executive and the Board of Management under these regulations and the model constitution.
- 4.4.4.4 All members of the Club Executive are encouraged to be financial members of RUSU. A minimum of 4 Club Executive members however, MUST be financial members of RUSU.

Responsibilities of the Club Executive

- 4.4.4.5 The essential responsibilities of a Club Executive shall be listed in each Club's Constitution and shall conform, at a minimum, to the responsibilities listed in the club's Model Constitution and these Regulations.
- 4.4.4.6 The Club Executive has overall responsibility for the Governance and Finances of the Club. This specifically includes all decisions related to; contracts, the management of club finances, budget approval, approval of expenditure, constitutional matters and the delivery of compliant elections, Annual General Meetings, Special General Meetings and General Meetings.
- 4.4.4.7 Where a Club has a Board of Management with broader membership than the Club Executive Members (as specified in 4.4.4.1.1), the other Board of Management members may discuss and vote on the above matters, however only the Club Executive members can exercise a vote.
- 4.4.4.8 In all matters pertaining to Finance and contracts, a vote shall be carried by a simple majority of 50% plus one (1).

Responsibilities of the Board of Management

- 4.4.4.9 The essential responsibilities of a Club Board of Management shall be listed in each club's Constitution and shall conform, at a minimum, to the responsibilities listed in the club's Model Constitution and these Regulations. They shall not include the specific high-level responsibilities attributed to the Club Executive in sections 4.4.4.4 – 4.4.4.7.
- 4.4.4.10 The core businesses of a Club Board of Management shall be the delivery of the Club's Annual Activity Plan, the recruitment of Members, the administration of club communication channels, the active recruitment and training of members to succeed the current Board for the following affiliation period and supporting the new Board to re-affiliation in a timely manner.
- 4.4.4.11 A Club Board of Management must ensure that they and their Club acts in accordance with the club's own Constitution, Regulations, Policy and Procedures, RUSU Regulations, Policy and Procedures including the Clubs Code of Conduct, and with University Regulations, Policy and Procedure especially in regards to use of University resources, safety and security and the Student Code of Conduct and Student Charter and all relevant State, Federal and Local Government laws.
- 4.4.4.12 A Club Board of Management must promptly seek advice and support from the RUSU Clubs and Societies Department or other most appropriate authority (for example, RMIT Safer Communities, RMIT Security, the Police etc.) where the Club as a whole and/or the participants in club activities, are at risk of or have breached the law and/or the relevant rules and regulations.

Club Executive/Board of Membership Meetings

4.4.4.13 Every RUSU Club Board of Management/Club Executive must meet at least six (6) times per affiliation period with no more than half (50%) of those meetings being held electronically (e.g. via email, via Skype, group chat etc).

4.4.4.14 Adequate Minutes of Club Board of Management meetings must be taken regardless of the format of the meeting

Election/Appointment to the Club Executive/ Board of Management

4.4.4.15 Members of the Club Executive MUST be elected. The only exceptions shall be as specified in the Clubs Model Constitution, to address vacancies part way through an affiliation period). Non-executive members of the broader Board of Management may be elected or appointed pursuant to the Clubs Constitution.

4.4.4.16 The process of the election/ appointment of members to the Club Executive and Board of Management shall be specified in each Club's Constitution and shall conform, at a minimum, to the responsibilities listed in the clubs Model Constitution and these Regulations. The following minimum requirements apply to the election of Club Executive members:

- i) Only Full Members are eligible to be elected to (and remain on) the Club Executive and Board of Management.
- ii) Students can only be elected to the Club Executive of two (2) clubs.
- iii) The process of elections must be transparent and democratic.
- iv) All club members must be notified of the election and the nomination and voting process by official channels including, but not limited to, the club membership email list. This must occur at least two (2) weeks before the date of the meeting at which the election is to be conducted and the RUSU Clubs and Societies Officer (staff member MUST be cc'd into all this an all election related correspondence sent to club members).
- v) The Clubs and Societies Officer (staff member) must be notified of all Club Executive elections and provided with a copy of the current membership list of eligible voters at the time the election is called.
- vi) All nominations for election to RUSU affiliate Club Executives and Boards of Management shall be in the form of an email sent to the designated email address listed in the club nomination process at least two (2) weekdays before the date of the meeting at which the election is to be held.
- vi) Nominations "from the floor" at meetings where Club Executive or Board of Management elections are held is not permitted, unless no prior nominations are received.
- vii) New memberships will be closed/suspended from the period that nominations for elections are announced until the conclusion of the elections (as specified in section 4.4.3.5 of these regulations).

4.4.4.17 Clubs may include additional requirements for membership of the Club Executive or Board of Management to align their club's Constitution and processes with those of an external professional organisation to which a club is or seeks to be formally affiliated to and through which the club is or will be authorised and supported to establish and maintain a chapter of the affiliate body at RMIT University. Such external bodies include Engineers Without Borders, AIESEC, IAESTE, IEEE and The Optical Society. These conditions are subject to the approval of the Clubs & Societies Department and must be in accordance with these Regulations.

4.4.4.18 In addition to Full Membership, and unless there are no suitably qualified candidates, all clubs may apply some permitted additional conditions for eligibility for election to Club Board of Management positions as listed below noting that:

- i. Clubs may apply the approved conditions to specific elected roles or all elected roles.

- ii. Clubs adopting any version of the permitted additional conditions must detail them in the clubs' Constitution and clearly articulate the conditions to members during election periods.
- iii. Clubs adopting any version of the permitted additional conditions shall also include a provision in their Constitution to refer any disputes arising in relation to the conditions to the RUSU Clubs Department for adjudication.

The permitted additional conditions are as follows:

- 4.4.4.18.1 Continuous and immediate prior membership of the club for a period not exceeding 12 calendar months before nominations open and/or;
- 4.4.4.18.2 Prior documented contribution to the club through active membership of the Club Board of Management for a period not exceeding 12 months. Clubs may self-determine if this contribution is to:
 - 4.4.4.18.2.1: Be provided immediately prior to the opening of nominations or may have been contributed during an earlier period of the candidate's membership, and/or;
 - 4.4.4.18.2.2 Be restricted to prior participation in an elected Executive role on the Board or if it may include participation as a non-elected Board member and/or as a member of Board Sub-Committees.

4.4.5 CLUB AFFILIATION

- 4.4.5.1 Affiliation shall exist at two (2) levels:
 - 4.4.5.1.1 Provisional Affiliation of new clubs shall be granted at the discretion of the Clubs and Societies Officer (elected Student Representative) or in their absence by the RUSU President, on recommendation by the Clubs and Societies Officers (RUSU Staff)
 - 4.4.5.1.2 Full Affiliation shall be granted after the club has completed the affiliation process as prescribed in 4.4.5. 2. This process must be repeated annually as per 4.4.5.3.
- 4.4.5.2 Any application for Full Affiliation to the Student Union by a new Provisionally Affiliated club shall be made to the Clubs and Societies Officer (Staff) and include:
 - 4.4.5.2.1 An approved club Constitution consistent with the provisions of the RUSU Clubs Model Constitution (see Appendix 1). This Constitution must be approved by the Clubs and Societies Officer (Staff) prior to its' consideration at the Club Inaugural General meeting.
 - 4.4.5.2.2 A list of twenty (20) Full members which includes each member's full name, email address, phone number, student number, signature and date of joining the club and;
 - 4.4.5.2.3 A completed Clubs and Societies Department Affiliation Document Pack as provided to the Club by the C&S Department and;
 - 4.4.5.2.4 A copy of Minutes of the Club Inaugural General Meeting (IGM) signed by the relevant incoming Club Executive President. The business of the IGM shall include:
 - the approval by the membership (by formal vote) of; the club Name, Aims and Objectives, Membership Fee, Constitution and affiliation to the RMIT University Student Union,
 - the election of the Club Executive and the Club Board of Management, and,
 - the approval of an Annual Activity Plan which shall outline the general structure of the club's planned activity for the affiliation period and;
 - 4.4.5.2.5 A meeting (the "Affiliation Meeting") between at least the elected President and the Treasurer of the Club Executive and a Clubs and Societies Officer (Staff) to sign off required paperwork,

establish the club bank account and deliver/receive training in basic clubs processes including the grants system.

4.4.5.2.6 A Club Executive/ Club Board of Management Training Plan, detailing the training the club requires/ is interested in and nominating appropriate Board of Management members to attend specific trainings.

4.4.5.2.7 All required documentation shall be provided the Clubs and Societies Department at least two (2) week days before the Affiliation Meeting (public holidays not included)

4.4.5.2.8 Any proposed change to a club Name, club Aims and/or Club Constitution by Provisionally Affiliated clubs must be approved by a Clubs and Societies Officer (Staff) before it may be approved at a club General meeting.

4.4.5.3 Clubs must re-affiliate annually, using the same general procedures as per 4.4.3.2 with the following variations:

4.4.5.3.1 Re-affiliating clubs shall provide a copy of the Minutes of the Club Annual General Meeting (AGM), the business of which shall include;

- Member approval (as evidenced by formal vote) of reports by the outgoing Board of Management including a written statement of financial accounts,

- the election of Club Board of Management for the next affiliation period, and

- the next Annual Activity Plan, which shall outline the general structure of the Club's planned activity for the next affiliation period.

4.4.5.3.2. The business of a re-affiliating Club's' AGM may also include changes to the club Name, changes to the club Aims, the introduction of or changes to the club Membership Fee or changes to the Club Constitution. Any proposed change of this nature must be approved by a Clubs and Societies Officer (Staff) before it may be approved at a club General meeting.

4.4.5.4 Any existing club failing to complete the Full Affiliation process before the middle of the first Higher Education semester of the club's affiliation period may be required to apply for Provisional Affiliation as if it were a new club.

4.4.5.5 Clubs failing to re-affiliate for two consecutive annual affiliation periods will be deemed to no longer exist and shall be wound up by RUSU with any funds remaining in the Club account being placed in the general Clubs and Societies Club Grants funding pool.

4.4.6. NON -APPROVAL OF AFFILIATION/REAFFILIATION

RUSU reserves the right to determine which clubs it will or will not affiliate/re-affiliate. Refusal to affiliate or reaffiliate a club is at the discretion of the Clubs & Societies department. Applications for affiliation or re-affiliation shall NOT be approved in the following circumstances:

4.4.6.1 Where a club fails to meet the requirements as outlined in these Regulations and/or;

4.4.6.2 If the application seeks to replicate the aims/intension of an existing affiliate club, a RUSU Department or RUSU Committee or Collective or if the club aims and objectives fall within the scope of RMIT Student Life Sports or Creative Clubs or Collectives or any other existing RMIT entity and/or;

4.4.6.3 Where the club activity is for academic purposes including but not limited to fundraising for required materials or activities, delivering required activities or events or engaging in activity in lieu of University established bodies such as a Staff-Student Consultative Committee and/or;

4.4.6.4 Where the stated or implied purpose/s of the club is for commercial and/or financial gain and/or;

- 4.4.6.5 If the aims and/or activities of the club are militaristic, violent, sexist, racist, queerphobic or promote racial, sexual or religious discrimination, has otherwise illegal aims or will clearly breach RUSU or University Policy or Procedures and/or;
- 4.4.6.6 If the proposed club does not have several substantially differing, legitimate, achievable and unambiguous aims. This is at the discretion of the Clubs and Societies Department to assess, and/or;
- 4.4.6.7 Where the stated aim/objectives and/or proposed activities/events of the club could reasonably be seen to potentially bring RUSU and/or RMIT University into disrepute;
- 4.4.6.8 If the proposed or anticipated core or regular activities of the club cannot be covered by RUSU or University insurance and/or;
- 4.4.6.9 If the aims or operations of the club are such that there are reasonable grounds to believe that the club would be unlikely to continue as an ongoing concern. That is, the aims of the club are finite in nature such as being more in keeping with a campaign or to present a once-only activity or program of activities, or where the provisional membership list of a newly affiliating club presents concern about club continuity (i.e. disproportionate number of graduating students). This is at the discretion of the Clubs and Societies Department to assess, and/or;
- 4.4.6.10 Where the core activities of a proposed new club are insufficient (less than four (4) activities), or not achievable. That is, that the core activities are likely to be beyond the financial, and/or event management capacity of the club, and/or RUSU and/or RMIT University does not have the practical facilities to support the club to deliver its' core activities, and/or;
- 4.4.6.11 Where the establishment of a new club is not deemed to have been genuinely initiated by RMIT students, arising from RMIT student interest or need, and/or;
- 4.4.6.12 Where a stated or implied aim of the club is to establish a political party and/or;
- 4.4.6.13 Where the membership list presented at the affiliation of the Club (with the exception of Academic Clubs) is significantly the same as another Club without reasonable grounds for the overlap (subject to the discretion of the Clubs Department in consultation with the Governance Officer), and/or;
- 4.4.6.14 If the activities of the club will be determined by another body without any capacity or limited capacity for RMIT Students to determine their club's Annual Activity Plans, and/or;
- 4.4.6.15 Where the club would be linked to an external body that would seek to impose conditions of membership or conditions for election to the Club Executive or Board of Management that are inconsistent with these Regulations, or which are deemed unreasonable by the RUSU Clubs department, and/or;
- 4.4.6.16 If the club has a name which does not reflect its' aims and/or could be considered to be misleading or deceptive; and/or;
- 4.4.6.17 Where the group is incorporated and where such incorporation would prevent the club from being bound by these Regulations including the provisions of the Clubs Model Constitution and/or;
- 4.4.6.18 Where any member of the applicant group for Provisional Affiliation or a member of the Club Executive or Board of Management was previously disaffiliated, banned from re-affiliating or refused re-affiliation under the constitution of a RUSU Club, and/or;
- 4.4.6.19 Where club affiliation or proposed club activities may result in RUSU being unable to comply with the RUSU/RMIT Funding Deed or SSAF legislation.

4.4.7. AFFILIATION BENEFITS

Benefits of Full (Annual) Affiliation shall include:

- 4.4.7.1 Access to financial support through RUSU Club Grants as outlined in Appendix 1 of these Regulations and;
 - 4.4.7.2 Access to practical resources such as rooms, photocopying, event planning advice, club promotions support, and borrowing of event equipment in consultation with the RUSU Clubs & Societies Department;
 - 4.4.7.3 Access to training including how to manage a club and understanding the grants process
 - 4.4.7.4 Access to a page on the RUSU website through which the club may sign up members, communicate with members and promote the club and its' events and;
 - 4.4.7.5 Access to a RUSU Clubs and Societies Department coordinated University email and;
 - 4.4.7.6 Access to RMIT insurance coverage in accordance with the University's Insurance policies and;
 - 4.4.7.7 Access to participation in University and RUSU events such as Orientation and;
 - 4.4.7.8 Access to a club bank account
 - 4.4.7.9 RUSU reserves the right to vary the above benefits where required and shall notify clubs of any variations to the above benefits.
- 4.4.8 CLUB DISCIPLINARY MEASURES (INCLUDING DIS-AFFILIATION)
- 4.4.8.1. RUSU may impose disciplinary measures upon a club including but not limited to: required attendance by Club Executive or Board of Management member/s to compulsory training and/or counseling, direction to cease specific activities, the requirement to make a formal apology, loss of access to club grants funding, loss of access to the club bank account, loss of access to RUSU and/or University facilities and/or temporarily or permanently disaffiliating any affiliate club upon recommendation of the Clubs & Societies Department.
 - 4.4.8.2. The grounds for imposing disciplinary measures upon a club including disaffiliation shall include; matters as per reasons for non-affiliation previously listed in 4.4.6, financial impropriety, willful and/or serious misconduct as per the RUSU Clubs Code of Conduct, willful and/or serious breaches of the club's own Constitution, willful and/or serious breaches of these Regulations, University Regulations, Codes, Policy or Procedure and/or serious and/or willful breaches of the Law.
 - 4.4.8.3. Recommendations for disciplinary action may be made by; the Clubs Department, the Governance & Operations Manager or an official RUSU Complaints Officer. Such recommendations should specify the grounds for disciplinary action and the recommended action.
 - 4.4.8.4 Recommendations for disciplinary action should be considered and determined by the RUSU Secretariat wherever practicable, RUSU (on the direction of the President or their nominee) may however take reasonable measures including disciplinary action to address matters that affect Occupational Health & Safety, security, compliance with the legal obligations or the RUSU/RMIT funding agreement, or where RUSU's failure to act will likely bring RUSU into disrepute.
 - 4.4.8.5 A Clubs' Discipline Procedure shall be determined, maintained and applied by RUSU in consultation with the Clubs & Societies Department and the RUSU Governance & Operations Manager and pursuant to clause 4.4.8.4
- 4.4.9 CLUB RESPONSIBILITIES
- 4.4.9.1 Each Club shall adopt a Constitution consistent within the provisions of the RUSU Clubs and Societies Model Constitution and approved by the Clubs and Societies Department (Staff Member) prior to being adopted by the Club at its' Inaugural General Meeting or updated at a pursuant Club Annual or Special General Meeting.
 - 4.4.9.2 Each affiliate club shall elect a Club Executive/ Board of Management to coordinate the day to day activities of the club for one (1) affiliation period pursuant to section 4.4.4 of these regulations-

- 4.4.9.3. Clubs shall maintain a current register of members including; full name, RMIT student number (for Full Members & Social Members, category of membership (Full, Social, Associate or Honorary Life Member), date of annual membership and date and amount of membership fee payment (where a membership fee is charged). Clubs must make this register of members available to the Clubs and Societies Department for grants purposes, compliance audits and upon request.
- 4.4.9.4 Clubs shall act in accordance with the aims of the RMIT University Student Union Incorporated Constitution. No club may promote violence, militarism and/or sexual, racial or religious discrimination.
- 4.4.9.5 No club shall involve the name of the Student Union in any financial trading.
- 4.4.9.6 Clubs shall follow the requirements of section 4.4.8 of these regulations, in applying for and administering RUSU grants and the financial requirements around documenting and reporting grant outcomes and finances.
- 4.4.9.7 Where Clubs obtain grants from non-RUSU sources, the Club bears all responsibility for reporting and compliance with the requirements of the grant/s. RUSU bears no responsibility for monitoring external grant compliance.
- 4.4.9.8 The Treasurer of the club must keep adequate records of the Club's financial activity. Records must include a record of all incoming and outgoing financial transactions including date, amount, purpose, invoices and receipts.
- 4.4.9.9 Each club shall maintain only one bank account for the club and that account shall be a dual signatory account as nominated by the RUSU Clubs Officer (Staff) who shall be the Chief Officer of the account. At a minimum, the elected President/Convener and Treasure shall be signatories to the club account.
- 4.4.9.10 All funds of a Club must be used towards the achievement of the club's aims, be in consistent with the club's Annual Activity Plan, for the primary benefit of RMIT students and all spending of a RUSU club must be formally approved by the Club Executive as per Section 4.4.4.4 to 4.4.4.7 of these Regulations prior to any funds being spent.
- 4.4.9.11 Clubs must pay their debts to the Student Union, University or any outside body. The Student Union will not be responsible for liabilities that result from club activities. Clubs not paying their debts may be denied access to financial grants and/or other support available to RUSU affiliated clubs, access to funds held in the club bank account and/or face disciplinary action up to and including disaffiliation.
- 4.4.9.12. If requested by the C& S Department, an affiliated club shall participate in a partial or full audit of the club's financial activity and shall provide to the Department all relevant financial activity documentation including club cheque book/s, cash book/s, deposit book/s, membership records, invoices, receipts and the minutes of relevant club General and Club Executive/ Board of Management meetings at which financial activity was approved.
- 4.4.9.13. Each RUSU affiliate club must present at least four (4) club activities/events per affiliation period as included in the Club Annual Activity Plan in accordance with the following conditions:
- 4.4.9.13.1 All club activities/events must clearly support the stated aims and objectives the club and be for the primary benefit of enrolled RMIT students and;
- 4.4.9.13.2 The majority of attendees at a RUSU club presented activity/event must be currently enrolled RMIT students or where an activity/event is held in conjunction with a club or clubs from other Universities, the RUSU club's funding of the activity/event must be proportionate to the attendance numbers of the RUSU club's members (note: exemptions apply at the discretion of the Clubs department ,e.g. where a Club is performing or presenting to a large group) and;
- 4.4.9.13.3 No more than two (2) of the required minimum four (4) club events/activities per affiliation period may be held in conjunction with clubs from other Universities, and;

- 4.4.9.13.4 Participation in University or RUSU events such as Orientation, Open Day etc. shall not be considered as contributing to the required minimum four (4) club events/activities per affiliation period, and
- 4.4.9.13.5 Formal Meetings (such as Annual General Meeting and Board Meetings) do not count towards the four (4) events, although post AGM celebration events are allowable.
- 4.4.9.13.6 RUSU reserves the right to send an appropriate representative to observe any club event or activity including General and Club Executive/Board Meetings and to appoint a Returning Officer for any club election as RUSU deems necessary. Where a club's membership is restricted pursuant to clause 4.4.2.1 (a), the RUSU appointed representative will be appropriate to that club membership.
- 4.4.9.14 Clubs must serve alcohol responsibly, in accordance with the RMIT Alcohol Procedures and ensure all legislation and licensing requirements are adhered to.
- 4.4.9.15 Clubs must meet food safety requirements in line with government regulations.
- 4.4.9.16 Clubs that prepare, sell or give away food or alcohol shall ensure that these activities are coordinated and staffed by club representatives trained in Responsible Service of Alcohol and/or Food Safety to ensure legal and safety requirements are met.
- 4.4.9.17 Clubs shall be required to acknowledge affiliation to and the support provided to the club by RUSU by prominently displaying the RMIT University Student Union Affiliate logo on all Club promotional material, at public events and in all Club publications.
- 4.4.9.18 If requested by the Clubs and Societies Department, an affiliated club shall participate in a full audit of the club's communications channels. This shall involve providing the Clubs and Societies Department with full access including but not limited to the club's email account/s, its' social media account/s and other forms of electronic communication channels.
- 4.4.9.19 Clubs must abide by the RUSU electoral regulations in relation to the annual Student Union Council elections and not seek to influence the outcome of the RUSU Student Union Council election by engaging in activities outside of or precluded by the RUSU Electoral Regulations.
- 4.4.10 GRANT CATEGORIES
 - 4.4.10.1 The RUSU Clubs & Societies Department may, from time-to-time, modify the Clubs Grant Schedule in Appendix 1 of the SUC regulations in order to best meet the needs of the Clubs and Societies at that time, within the budget available to the department.
- 4.4.11 FUNDING POLICY AND PRINCIPALS
 - 4.4.11.1 The Student Union will ensure a balanced and equitable distribution of funds to Affiliate Clubs and Societies pursuant to the Clubs Grant Schedule in Appendix 1 of the SUC Regulations. The Clubs and Societies Department provides a subsidy to clubs.
 - 4.4.11.2 All subsidies are designed to increase the quality of the student experience of RMIT students including providing opportunities for student leaders to develop life and work ready skills. The aims shall be to increase cultural, recreational, professional and/or political level of discourse and activity amongst RMIT students within and between academic programs, cultures and interests.
 - 4.4.11.3 The purpose of grants is to provide a financial subsidy for a club activity, function or service to assist the club to reduce the cost of the activity to the club and its members, to increase the variety of activities and to support the growth and capacity of clubs.

- 4.4.11.4 Two or more clubs may apply for a joint grant with shared aims but must provide the required grant application and required documentation for each club.
- 4.4.11.5 The following limits to grants apply:
 - 4.4.11.5.1 No grants shall be for curricular needs, such as; textbooks, lecture notes, clothing, and computer equipment or to pay for or subsidise academically assessed or required activity.
 - 4.4.11.5.2 Grants shall not be available for clubs that pay office bearers or members' incentives such as expense accounts, fees, honorariums, wages, or one-off amounts.
 - 4.4.11.5.3. No grants shall be paid where a club is unable to provide all the required documentation and proofs of purchase and payment.
 - 4.4.11.5.4 Grants may not be payable for activities/events resulting in a breach of these Regulations.
- 4.4.11.6 The process for receiving grants shall be determined in Appendix 1 of the SUC Regulations
- 4.4.11.7 Responsibility for grant applicants
 - 4.4.11.7.1 Clubs must submit grants in a timely manner according to grant deadlines determined by the Clubs & Societies Department and officially communicated to Clubs by the Department
 - 4.4.11.7.2 Grant applications must be properly completed and, where required, provide evidence that: the decision to engage in the activity related to the grant is part of the Club approved Annual Activity Plan, that formal approval of spending to which the grant is related was granted by the Club Executive, that all relevant statutory requirements were meant and that the activity to which the grant is related actually occurred.
 - 4.4.11.7.3. Clubs must be able to provide original receipts for spending/costs to the Clubs & Societies Department for grant applications or statutory declarations where receipts are lost.
 - 4.4.11.7.4. Clubs should make and retain copies of all receipts and other documentation provided with grant applications related to club spending.

SECTION 5: FINANCIAL

Section 5.1: Limitation of the sources of non-RMIT University income

- 5.1.1 The SUC may prohibit raising non-RMIT University income from any source if it would:
 - 5.1.1.1 Compromise the ability of the Student Union to fulfil its aims and objectives
 - 5.1.1.2 Be contrary to SUC policy
 - 5.1.1.3 Could lead to RMIT University reducing the size of the grant it allocates to the Student Union

- 5.1.2 All sources of non-RMIT University income must first be approved by the SUC
- Section 5.2: Financial reports to the SUC
- 5.2.1 The following financial reports shall be provided to each SUC:
- 5.2.1.1 Profit and Loss Statement
 - 5.2.1.2 SUC budget versus actual
- 5.2.2 All financial reports required under the constitution and regulations must be provided in the format decided on by the SUC for that financial year.
- 5.2.3 Any financial reports which are not provided in the format decided on by the SUC for that financial year may be deemed not to have been provided.
- Section 5.3: Finance Committee
- 5.3.1 In accordance with section 12.10 of the SUC Constitution the SUC shall establish a Finance Committee.
- 5.3.2 Student membership of the Finance Committee shall be as required by section 12.10 of the Constitution. Pursuant to section 12.10.4 of the Constitution the staff members shall be:
- One (1) Student Union Finance Officer (staff)
 - One (1) Student Union Governance & Operations Manager (staff)
- 5.3.3 The General Secretary shall be the convenor and chair of the Finance Committee.
- 5.3.4 The duties of Finance Committee are pursuant to Section 12.11 of the Constitution and shall include coordination of the annual audit.
- 5.3.5 The Finance Committee shall meet as often as necessary but at least quarterly to ensure the accuracy of the financial report as per article 12.11 of the Constitution.
- 5.3.6 The following financial reports may be requested by the Finance Committee:
- 5.3.5.1 SUC budget versus actual
 - 5.2.5.2 Profit and Loss Statement
 - 5.3.5.3 Summary Statement of employee entitlements
 - 5.3.5.4 Audited Accounts
 - 5.3.5.6 Transaction Statement of Reserves and investments
 - 5.3.5.7 Any other report necessary to perform the duties as outlined in the constitution or these regulations.

- Section 5.4: RUSU Budget meeting
- 5.4.1 The SUC shall approve a budget at a meeting of the SUC, to be held in November or December in accordance with section 12.13 of the Constitution.
- 5.4.2 This budget must specify the amount of income required to:
- 5.4.2.1 Provide Student Union activities and services
 - 5.4.2.2 Allocate adequate funds to reserves for accrued staff entitlements and to replace capital equipment
 - 5.4.2.3 Meet legal and statutory obligations
 - 5.4.2.4 Meet the requirements of the RMIT Funding Deed Agreement.
- Section 5.5: Audit
- 5.5.1 An Auditor shall be appointed to audit the accounts of the SUC, and all subsidiary bodies.
- 5.5.2 The Auditors shall also prepare a report of audited financial statements each year for submission to the Student Union Annual General Meeting pursuant to Section 12.19, 12.20 and 17.3 .of the Constitution.
- Section 5.6 Approval Process for Expenditure
- 5.6.1 Proposals for the expenditure of funds shall be made through the written submission of motions to the SUC or Secretariat. Members of the SUC, RUSU Staff, Catalyst editors, relevant RMITV Office bearers and the Finance Committee have standing to submit motions for the SUC and Secretariat's consideration. Such motions require a mover and seconder who is a decision maker on the relevant body (SUC or Secretariat). The SUC or Secretariat may require the provision of quotes. The Student Union shall only expend money with the specific approval of the SUC, where applicable the Secretariat or where the SUC or Secretariat has formally approved financial delegation.
- 5.6.2 Notwithstanding Section 5.6.1 above, this section will not apply to normal recurrent expenditure such as honorarium, wages commitments, statutory requirements, insurance, ordinary maintenance and repair, ongoing/routine subscriptions, phone bills etc provided such financial commitments were included in the budget of the SUC, and approved by them.
- 5.6.3. The Secretariat of the SUC has the authority (on operational grounds) to approve motions for expenditure of up to one thousand five hundred dollars (\$1,500) between meetings of the SUC. Any authority to approval of amounts above one thousand five hundred dollars (\$1,500) must be on specific and minuted written delegation of the SUC pursuant to clause 5.3.16 of the constitution. All

expenditure approved by the Secretariat shall be reported via motions in the Secretariat minutes to the next meeting of the SUC.

Section 5.7: Payments

- 5.7.1 All payments shall be made in accordance with RUSU Financial procedures. The preferred (and predominant) method of payment shall be Electronic Fund Transfer.
- 5.7.2 Payments may also be made by cheque, debit card, Bpay, or petty cash if required providing the appropriate approval processes for those payment methods are complied with.
- 5.7.3 Requests for payments to be processed must be made through the submission of a Payment Requisition Form to the RUSU Finance department. This form must comply with the requirements of the finance department and provide evidence of SUC or Secretariat approval (as applicable), which will ordinarily be the approved motion from the minutes of the SUC or Secretariat (motions are not required for expenditure allowed for in regulation 5.6.2)
- 5.7.4 All Payment Requisition Forms must be signed by the President or General Secretary, prior to payments being authorised by the account signatories.

Section 5.8: Signatories

- 5.8.1 The signatories of the Student Union bank account shall be the following
 - 5.8.1.1 President of the SUC;
 - 5.8.1.2 General Secretary of the SUC;
 - 5.8.1.3 Up to Two (2) Student Union Finance staff members; and,
 - 5.8.1.4 The Student Union Governance & Operations Manager (staff member).
- 5.8.2 The signatories for the Student Union investment accounts shall be the following:
 - 5.8.2.1 President of the SUC;
 - 5.8.2.2 General Secretary of the SUC;

- 5.8.2.3 Up to Two Student Union Finance staff members (staff), and
- 5.8.2.4 Student Union Governance & Operations Manager(staff)
- 5.8.3 The Student Union shall maintain and strictly adhere to a documented process for electronic banking which specifies which signatories have access to specific accounts and the level of authorization each signatory holds.
- 5.8.4 Student Union account signatories shall only facilitate payments where the Payment Authorisation form has been duly authorised by the President or General Secretary in accordance with regulation 5.7.4.
- 5.8.5 All payments (cheque or electronic banking) require two (2) signatories. One of these signatories must be a student signatory. A student signatory may be substituted by the Student Union Governance and Operations Manager when specifically directed by the President or General Secretary, or where specified in these regulations or Student Union Financial procedures.
- Section 5.9: Financial Year
- 5.9.1 Pursuant to Section 12.2 of the Constitution the financial year shall commence on 1st January and end on 31st December.
- Section 5.10: Petty Cash Float
- 5.10.1 There shall be a petty cash float of two thousand (\$2,000), held at the Student Union Finance department (City) and administered by the Student Union Finance staff and in their absence the campus Student Liaison Officer.
- 5.10.2 There shall be a petty cash float of five hundred dollars (\$500) held at the Student Union Bundoora offices and administered by the Student Liaison Officer (staff).
- 5.10.3 There shall be a petty cash float of five hundred dollars (\$500) held at the Student Union Brunswick offices and administered by the Student Liaison Officer (staff).
- 5.10.4. There shall be a petty cash float of three hundred dollars (\$300) held at the Student Union City offices and administered by the Student Liaison Officer (staff).
- 5.10.5 Petty cash shall be available in amounts not exceeding one hundred dollars \$100.
- 5.10.6 Petty Cash is available for small purchases of an urgent and specific nature that would typically be considered petty cash by finance staff, auditors and a 'reasonable person'. A payment from petty cash shall be authorised only where, in the opinion of the officer facilitating or authorising the payment, sufficient cause is shown for such payment to be made in preference to payment by electronic funds transfer. Such cause shall normally be due to reasonable urgency or superior convenience. The fact that a payment is small shall not alone constitute sufficient grounds for it to be made from petty cash.
- 5.10.7 To receive petty cash a RUSU staff member or member of the SUC will be required to complete and sign a petty cash voucher which includes a job number and budget-line, and provide evidence of purchase which meets standard finance requirements (amount, date, purchase details and supplier/store details). Credit/debit card receipts do not meet these requirements. The voucher and receipts are to be submitted to the relevant Student Union staff member facilitating petty cash on that campus for reimbursement.
- 5.10.9. Where the petty cash purchase is covered by an SEC or SUC motion, the motion details should be submitted to finance with the petty cash voucher.
- 5.10.9 Petty Cash may be provided 'in advance' of the purchase through completing a petty cash voucher stating the proposed purchase and approximate cost of the purchase. It must then be promptly

- reconciled through the same petty cash float and through the provision of the evidence of purchase/receipt and the return of unspent funds (if any).
- 5.10.10 Further Petty Cash advances will not be provided where past petty cash reconciliations are outstanding.
- 5.10.11 The relevant Finance staff or Student Liaison Officer will facilitate the payment at the time (for later approval for the President or General Secretary at the time of petty cash reconciliation). Where the relevant administrator has any doubt that the petty cash request would meet the approval of the President or General Secretary they shall request that the person seeking petty cash provide approval of the President or General Secretary prior to petty cash being provided.
- 5.10.12 All four petty cash floats are to be reconciled with the finance staff as per the required schedule at which time they will be replenished. The President or the General Secretary will be required to authorise the petty cash payments as part of this reconciliation process.

Section 5.11: Student Union Debit Cards

5.11.1 The Student Union shall have facilities for Student Union debit cards. The use of debit cards will be centrally managed by the authorised Student Union Finance staff member.

5.11.2 Student Union debit cards may be issued to the following RUSU staff:

- Financial Officer
- Governance & Operations Manager
- Student Liaison/ Administration Team Leader
- Student Community Team Leader
- Advocacy Welfare Team Leader
- Clubs & Student Communities Officer (Bundoora/City)
- Realfoods Coordinator/Barista

Approval to issue a debit card to the individual staff occupying the positions above will require a specific motion of the SUC naming the staff member and role.

5.11.3 The use of the Student Union debit cards will be tightly controlled and administered in strict accordance with the Student Union financial procedure for the use of debit cards and these regulations.

5.11.4 The Student Union debit cards must only be used in accordance with the Student Union finance regulations. All payments must have been pre-approved in accordance with section 5.6.1 of these regulations or be a normal recurrent expense exempt from the approval process in accordance with section 5.6.2.

5.11.5 Payments made using the RUSU debit card will require submission and approval of a payment requisition form and specific approval for this method of payment to be authorised by either the President or General Secretary, prior to payments being processed by the debit card holder.

5.11.6 A RUSU debit card shall only be used when no other practicable option is available to make a payment. A RUSU debit card cannot be used for the sake of convenience alone.

5.11.7 That regulations 5.11.4, 5.11.5 and 5.11.6 shall not apply to the Realfoods Coordinator/ Barista debit card. Use of the Realfoods Coordinator/ Barista debit card shall be governed by a specific RUSU Realfoods Debit Card Procedure, approved by Secretariat.

5.12 Account Correspondence

- 5.12.1 All Student Union bank account correspondence shall be addressed to the General Secretary.

SECTION 6: ELECTORAL

- Section 6.1 Applicability
These Regulations apply to all Student Union Elections including Annual Elections, By Elections and NUS delegate elections.
- Section 6.2 Conduct of Elections
- 6.2.1 Student Union Council Elections
- All Elections shall be held according to the rules laid down in the RMIT University Student Union Incorporated Constitution and these Regulations.
- 6.2.2 National Union of Students Delegate Elections
- Election of NUS delegates shall be conducted in conjunction with the Annual Student Union elections and in accordance with provisions of the NUS Constitution and regulations and the RMIT University Student Union Incorporated Constitution and these Regulations.
- Section 6.3 Appointment of Returning Officer and Deputy Returning Officer(s)
- 6.3.1 The Returning Officer is to be appointed by the SUC at least four (4) weeks before the election.
- 6.3.2 The Returning Officer may appoint (and remove) Deputy Returning Officers
- 6.3.3 Deputy Returning Officers are subject to the direction of and have duties determined by the Returning Officer.
- 6.3.4 The Returning Officer and Deputy Returning Officers, must not be candidates, elected representatives, or campaign assistants.
- 6.3.5 The Returning Officer may delegate any responsibilities to the Deputy Returning Officers and where required (and consistent with contractual requirements) to the appointed online election platform provider.
- Section 6.4 Duties of Returning Officer and Deputy Returning Officer(s)
- 6.4.1 The Returning Officer shall:
- 6.4.1.1 Be responsible for the conduct of the elections;
- 6.4.1.2 Ensure that the elections of the SUC are conducted in accordance with these Regulations and the Constitution;
- 6.4.1.3 Advertise the opening and closing of nominations;
- 6.4.1.4 Advertise the polling times and locations and electronic voting process and encourage students to vote;
- 6.4.1.5 Provide clear written instructions to and hold information sessions for all candidates and candidate assistants. Organise the publication of the official election publication and candidate materials/speeches as per these regulations

- 6.4.1.6 Authorises all candidates' and Team campaign material;
- 6.4.1.7 Engage with the Student Union staff and resources for the purposes of administering the elections;
- 6.4.1.8 Keep a register of all material authorised, including time and date of receipt and authorisation; and
- 6.4.1.9 Direct the Deputy Returning Officer(s) to complete tasks as required.

6.4.2 The Deputy Returning Officer(s);

Shall undertake all duties directed by the Returning Officer, consistent with these Regulations and the Constitution.

Section 6.5 Polling & Polling Platform

- 6.5.1 Polling shall be via an independent electronic voting platform, with polls accessible to all eligible students.
- 6.5.2 The independent polling platform provider is to be appointed by the SUC at least four (4) weeks before the election.
- 6.5.3 Electronic polling shall be open for no less than five (5) consecutive days for Annual Elections.
- 6.5.4 The Returning Officer shall publicise an appropriate contact point for students who have queries about how to access the voting platform or who experience technical difficulties accessing the platform. The Returning Officer shall respond to such enquiries promptly.
- 6.5.5 The Returning Officer, in conjunction with RUSU, shall provide for in-person polling opportunities on campus. In the event in-person polling cannot be provided for reasons beyond RUSU's control, ballots will only be accessible remotely via the online voting platform.
- 6.5.6 The Returning Officer shall advertise the hours of opening and process to access the online voting platform and the polling times and locations of on-campus polling facilities

Section 6.6 Nominations

6.6.1 Notification

- 6.6.1.1 Notification of nomination period dates and how to access and complete nomination forms shall be as per section 16.11 of the Constitution.
- 6.6.1.2 Each student enquiring about or submitting a nomination form shall be provided with a copy of the Election Regulations and section 16 of the Constitution. They shall be provided with written instructions from the Returning Officer outlining key issues related to electoral conduct, health and safety requirements, expenditure and consequences for breaches of electoral rules. Both may be provided electronically.

6.6.2 Nomination Forms

- 6.6.2.1 Nomination forms shall be electronically submitted and, in the form, determined by the Returning Officer providing that as a minimum the following information is:

6.6.2.1.1 Provided:

- a) Process to lodge a Nomination Form,
- b) Returning Officer contact details
- c) Closing time of nominations
- d) Advice about how confirmation of receipt and approval of nomination by the Returning Officer will be provided.

6.6.2.1.2 Requested:

- a) Position Candidate is being nominated for
- b) Candidates - name, address, student email address, phone number, campus, course, student number, RUSU financial membership status and electronic signature (or alternative verification method approved by the Returning Officer)
- c) Nominators (2 nominators required)- name, address, student email address, phone number, campus, course, student number, RUSU financial membership status and signature (or alternative verification method approved by the Returning Officer)
- d) Where applicable, the registered team name
- e) In the case of candidates for the Indigenous Officer position, permission to verify eligibility.

6.6.2.2 Candidates shall sign a declaration, which shall be part of the nomination form, prior to the nomination being accepted, that they will abide by the RMIT University Student Code of Conduct, the RMIT University Student Union Incorporated Constitution, these Regulations, State Government and RMIT coronavirus restrictions and requirements (as applicable) and directions of the Returning Officer. This declaration shall include an acknowledgement that, if elected, they may be required to undergo probity checks where and as they are defined in the Regulations and Constitution.

6.6.2.3 Candidates must sign a declaration confirming that they intend to be an enrolled RMIT student for the duration of the term of office (if elected) and that to the best of their knowledge that they hold an eligible visa that enables them to undertake a role as an elected member of the SUC (where based onshore during the term of office).

6.6.3

Nomination of candidates:

6.6.3.1 Candidate nominations must be completed on the official nomination form as prescribed by the Returning Officer as per section 6.6.2 of these regulations.

6.6.3.2 Candidates must include their name, address, student email address, phone number, signature (or alternative verification method approved by the Returning Officer) and student number, campus, course, evidence of RMIT University Student Union financial membership and team name if running in a team.

6.6.3.3 Candidates must be nominated and seconded by students who are current financial members of the RMIT University Student Union and who are eligible to vote for the position that they are nominating a candidate for.

- 6.6.3.4 Nominators and Seconders must include their names, address, student email address, phone number, campus, student number, evidence of Student Union financial membership and signature (or alternative verification method approved by the Returning Officer)
- 6.6.3.5 No candidates may nominate or second themselves
- 6.6.3.6 The Returning Officer may require appropriate evidence from a candidate of their enrolment and Student Union financial membership if their eligibility cannot be verified by other means. Candidates, nominators and seconders authorise the Returning Officer to contact RMIT University to confirm details of student enrolment if required.

6.6.4

Registration of Electoral Teams

6.6.4.1 If a number of students wish to stand for election on a common platform, they may apply to register a team name with the Returning Officer.

6.6.4.2 The required number of candidates required for a Team to be eligible to appear on the ballot and campaign in the election as a Team (including accessing Team based election funding and resourcing) is as follows:

- (a) In the case of positions on the Student Union Council a minimum of eight (8) candidates may form a Team
- (b) In the case of the election of Catalyst editors a minimum of two (2) individuals may form a Team
- (c) In the case of the election of NUS delegates a minimum of five (5) individuals may form a Team

6.6.4.3 Applications for team registrations shall close 48 hours prior to the close of nominations and shall include:

- a) The name of the team (to be no longer than two words) and any abbreviation thereof;
- b) The logo and colour scheme, if any, to be used by the team;
- c) Two registering officers for the team who shall be the contact points between the team and Election Officials. They must be a candidate for that team and a current financial member of the RMIT University Student Union.

6.6.4.4 The application must contain the name, contact details, student number and signatures of at least twenty-five (25) current RMIT students who endorse the team and who must be current financial members of the RMIT University Student Union.

6.6.4.5 The list of candidates for a Team is not required at the time of Team registration. In the event that a Team fails to meet the minimum candidates required by sections 6.6.4.2 (a), (b) or (c) (as applicable) after the close of nominations, the Returning Officer shall withdraw approval of the Team registration.

6.6.4.6 No student may endorse (via signature or approved electronic verification) more than one team application and no candidate standing on a team may sign an application for a different team. Students endorsing a team application cannot withdraw the endorsement after the deadline for applications to be submitted has lapsed or the application has been approved by the Returning Officer.

6.6.4.7 When a team is registered the Returning Officer must post the details of the team name, logo, colour scheme on the official election notice board (RUSU Website) within 24 hours (on business days) of the registration application being received.

6.6.4.8 Team names must not include the name of a club or society affiliated with the Student Union or any RMIT Student Life or RMIT University Club, Collective or Society.

6.6.4.9 Team names must not incorporate or utilise the name of university departments or programs. An exception will be made (and the name allowed) where the electoral team name registration (in

current or previous elections within the last 3 years) predates the use of the name by the RMIT University department or program.

6.6.4.10 Team names may not be greater than two (2) words.

6.6.4.11 If the proposed name of a team includes the name of a team used in any RMIT election in the past three years,

a) The application must include the consent of the team's most recent registering officer,

b) If the consent of the team's most recent registering officer has been gained, the use of the name may be disputed by other candidates. A dispute to the right to use the name must be made in writing to the Returning Officer and must outline clearly why the use of the name would be misleading or confusing to voters or misrepresentative. The written dispute must be made by a candidate running in the current election and have the signed support of at least one candidate who previously ran as a candidate under the team name being disputed. The dispute must be lodged within 24 hours (business days) of the team name being posted in official channels by the Returning Officer as per 6.6.4.7. If the Returning Officer finds that the dispute has merit, then they may refuse to register the team name to any team for the elections and shall give the team that registered the name the option of choosing another name.

6.6.4.12 The Returning Officer may refuse to register a team name that; breaches 6.6.4.8, 6.6.4.9, is misleading, offensive, or that is so similar to another proposed team name or names as potentially to cause confusion amongst voters and shall give the applicant the option of choosing another name.

6.6.4.13 The Returning Officer may refuse to register a team logo or colour scheme that is misleading, offensive, or that is so similar to another proposed team logo or colour scheme as potentially to cause confusion amongst voters and shall give the applicant the option of choosing another team logo or colour scheme.

6.6.4.14 If a team name is proposed by more than one applicant, the team who first submitted the name shall be approved, all other criteria being in order as determined by the Returning Officer, and the other applicant shall be given the option of choosing another name.

6.6.4.15 The Returning Officer must afford the same rights and responsibilities to all teams.

6.6.4.16 Each candidate standing on a team must include an acknowledgement (with their nomination form) of their affiliation with the team, confirmed by a registering officer of the team.

6.6.4.17 A candidate may not stand on more than one team in the same ballot. This does not prevent other candidates or teams supporting the candidature of that candidate in election material.

6.6.4.18 Ballot papers must display the team a candidate is standing on, if any, adjacent to that candidate's name.

6.6.4.19 No candidate or group of candidates shall use the logo, colour scheme or name, or any such part thereof as may be misleading, of another electoral team that has been duly registered by the Returning Officer.

6.6.4.20 Registering officer/s of a Team may submit a Statement of Distribution of Preferences, clearly outlining the distribution of preferences for each ballot paper for when voters vote for that team as per 6.13.1.3 b. The form of this statement shall be in the form prescribed by the Returning Officer.

6.6.4.21 The Returning Officer shall display the Statement of Distribution of Preferences with the election information on the RUSU Website within 24 hours of receiving them.

Section 6.7

Verification of eligibility

6.7.1 The Returning Officer must verify that each person who has been nominated or who has

nominated or seconded a student is eligible to do so no later than 5 pm one (1) academic day after the close of nominations;

6.7.2 Candidates for the position of Indigenous Officer must identify as Indigenous. This means that they must meet three recognised forms of identification of Aboriginal or Torres Strait Islander heritage. These are:

- a. being of Aboriginal or Torres Strait Islander descent
- b. identifying as an Aboriginal or Torres Strait Islander person
- c. being accepted as such by the community in which they live, or formerly lived.

The Returning Officer will verify the above at the time of nomination through the contact designated by the Ngarara Willim Centre.

Section 6.8 Policy statements and Photographs

6.8.1 Candidates and teams may submit a policy statement and photos at the time of submitting nomination forms.

6.8.2 No policy statement or photo will be accepted after the close of nominations.

6.8.3 No policy statement shall be accepted if it is in breach of section 6.18 of these regulations

6.8.4 Where candidates and Teams choose to submit policy statements, they shall be as follows;

6.8.4.1 The registering officer of a duly registered team may submit a policy statement of no more than 400 words.

6.8.4.2 Candidates for all positions may submit a policy statement of no more than 200 words.

6.8.4.3 Short digital video clip – no more than 90 seconds for individual candidates and no more than 3 minutes for a Team.

6.8.5 The Returning Officer in consultation with RUSU Communications department, may specify an electronic format or formats in which the statements, photographs and digital video clip shall be submitted.

English translations must be made available to the Returning Officer of all policy statements or parts thereof produced in languages other than English prior to them being authorised for inclusion.

Section 6.9 Candidates Publicity Material:

6.9.1 Election Campaign Period

The Election campaign period commences 7 calendar days prior to the opening of polling. Publicity requirements and election resources apply as expressed in these Regulations.

6.9.2 Forms of Publicity

6.9.2.1 Allowable publicity material shall include:

- a) Printed material
- b) Banners
- c) E-mails

- d) T shirts, badges
- e) Authorised digital video clips
- f) Profile frames and digital images
- g) Social media pages and posts as authorised by the Returning Officer. Publicity is not permitted on Twitter or any dating sites or apps.

6.9.2.2 Sponsored social media posts and other forms of paid online advertising are permitted so long as they:

- a) form part of the existing campaign budget in section 6.14 of these regulations;
- b) sponsors of social media posts must make analytics available to the Returning Officer upon request; and
- c) do not exceed more than 40% of the total campaign budget as provided for in regulations section 6.14.

6.9.2.3 Allowable publicity material shall be subject to these Regulations and the discretion of the Returning Officer.

6.9.3 Authorisation

6.9.3.1 All candidate publicity material MUST be authorised by the Returning Officer prior to production, distribution, or broadcast.

6.9.3.2 The Returning Officer must provide proposed election material to other teams (via the Team Registering Officer) or individual candidates as part of the approval process, where the materials make claims, which are specifically about other teams or candidates. The final decision about if the material should be approved rests with the Returning Officer.

6.9.3.3 English translations must be made available to the Returning Officer of all material produced in languages other than English and a reasonable time allowed for any verification deemed necessary to ensure that it does not breach section 6.18 of these regulations, prior to them being authorised for distribution

6.9.3.4 Candidates may submit material for authorisation immediately following the close of nominations as per section 16.11 of the Constitution.

6.9.3.5 All material must be authorised by either a candidate or one of the Team's registering officers. All material must include the name and student number of the candidate or registering officer.

6.9.3.6 The Returning Officer shall not divulge material submitted for authorisation to any other candidate until it has been authorised, unless permitted by clause 6.9.2.2.

6.9.3.7 The Returning Officer shall authorise all material as soon as practical after receiving the material or shall ensure authorisation within twenty-four (24) hours of receipt, during business hours, unless subject the process of clause 6.9.2.2

6.9.3.8 Material must display the authorisation of the Returning Officer

6.9.3.9 The Returning Officer may refuse to authorise any material submitted by a candidate for broadcast, printing as a policy statement, posting or distribution if the Returning Officer believes it contains a statement which if published would breach section 6.18 of these regulations.

6.9.4 Distribution

6.9.4.1 Candidates advertising shall be restricted by normal University Regulations and in the case of e-mail University and Internet Service Providers Rules, Regulations and

policy.

6.9.4.2 The Returning officer may make rules to regulate the distribution of campaign material.

6.9.4.3 Candidates may use e-mail in the distribution of election material provided that:

- a) all material is authorised;
- b) it does not involve email bombing or email spamming;
- c) no email lists that are not accessible to all students, including self-generated email lists, are used;
- d) information on any emails sent, including how the email address was obtained, is retained and provided to the Returning Officer if requested; and
- e) emails are not sent from official RUSU and RMIT Student Life Clubs and Collective accounts or RMIT Kirrip accounts.

Section 6.10

Campaign Assistants

6.10.1 Any person that campaigns on behalf of a candidate or a team shall be considered to be a Campaign Assistant. Campaign Assistants must be currently enrolled students attending RMIT.

6.10.2 Any candidate or team benefitting from the actions of non-RMIT students may be subject to disciplinary action by the Returning Officer.

6.10.3 Campaign Assistants shall be invited to attend a brief online information session held by the Returning Officer regarding conduct during an election.

6.10.4 Candidates and/or teams remain responsible for any actions of Campaign Assistants.

6.10.5 Candidates and/or teams must provide a list of campaign assistants to the Returning Officer prior to the commencement of polling. This list may be updated throughout the polling period.

6.10.6 Campaign assistants must be clearly identifiable as such.

Section 6.11

Official Publicity

6.11.1 For Annual Elections, the Returning Officer (or nominee) shall edit and supervise the layout of a special online election publication to be available on the RUSU website prior to the opening of the polling and which shall contain:

6.11.1.1 An explanation of how to vote, the voting systems, and voting period.

6.11.1.2 Explanation of the role and structure of the Student Union.

6.11.1.3 Where submitted, a bona fide photograph and policy statement of each candidate and Team. These must meet the requirements of 6.8.4 of these regulations.

6.11.1.4 Any other material the Returning Officer deems appropriate.

6.11.1.5 The order of appearance of individual candidates in the election issue shall be the same as that in the ballot paper. The order of appearance of 'Teams' will be determined by lot drawn by the Returning Officer.

6.11.1.6 The Returning Officer may organise a section of the RMIT Student Union website where Official Publicity and team Statements of Distribution of

Preferences shall be advertised.

6.11.1.7 The Returning Officer may adopt any other reasonable method of acquainting the electors with the policies of the Candidates and Teams. This may include approval for short digital video clips of candidate speeches or official candidate interviews.

6.11.1.8 The Returning Officer shall liaise with the RUSU Communications department regarding RUSU promotion of the election among the student body.

Section 6.12 Student Union Publications and the elections

6.12.1 The use of Student Union or university resources or facilities not available to all students for the purposes of campaigning is prohibited, unless a specific exception is made by the Returning Officer, with all candidates notified of the exception.

6.12.2 All publications and correspondence of the Student Union, departments and Clubs and Societies must at all times appear to be neutral on matters relating to any election and/or candidate or electoral team in any election. All candidates and campaign assistants must be made aware of these requirements as part of the candidate briefing provided by the Returning Officer. Breaches of this requirement by RUSU Clubs and Societies may result in disciplinary action by RUSU in relation to the Club or Society involved.

Section 6.13 Voting Procedure

6.13.1 General

6.13.1.1 Voting shall be by secret ballot, via an independent online voting platform.

6.13.1.2 For the election of the Office Bearers and General Representatives, the Ballot Papers shall be substantially in the form determined by the Returning Officer, except that:

- a) The Order of the Ballot shall be as prescribed in section 16.26 in the Constitution, in as far as this can be practically accommodated by the online voting platform.
- b) The positions of General Secretary, Education Officer, Welfare Officer, Activities Officer, Sustainability Officer, Clubs and Societies Officer, Queer Officer, Disabilities and Carers Officer and Indigenous Officer shall be on the same ballot paper.
- c) There shall be a list of each team that has submitted a valid statement of distribution of preferences and has completed a valid application to be set out as a team on all applicable Ballot Papers. This list shall be above the list of positions and candidates, with empty boxes adjacent to all team names, and with instructions that give effect to the method of casting a team vote as per section 6.13.1.3 b.

6.13.1.3 A voter may cast their vote by:

- a) Placing the number 1 against (or otherwise indicating clear preference for) the name of the candidate of first preference and consecutively higher numbers against the name of as many other candidates of lower preference

in order as they wish for each position to be elected; or

- b) Placing the number 1 against (or otherwise indicating clear preference for) the name of a Team.

6.13.1.4 Where a voter has cast their vote as per both 6.13.1.3 a) and 6.13.1.3 b), they shall be deemed to have voted in accordance with 6.13.1.3 a) and not 6.13.1.3 b).

6.13.1.5 The method of all elections shall be by optional preferential ballot and the method of counting and distribution of votes shall be by the proportional representation count, as outlined in the current edition of N.E. Renton, 'Guide for Voluntary Associations'.

6.13.1.6 A voter who has voted for a team in accordance with 6.13.1.3 b) is deemed to have voted as per that team's statement of distribution of preferences, as per 6.6.4.18.

6.13.1.7 In electing (and counting the votes for) the General representative positions, seven (7) positions are elected, the first five (5) elected being the five (5) General Representatives and the sixth and seventh are the General Representative Alternates 1 and 2 as required by section 16.29 of the Constitution.

6.13.2 Online voting platform

6.13.2.1 RUSU shall engage an independent contractor to provide an online voting platform for the purposes of the conduct of the ballot.

6.13.2.2 Once engaged the contact point for the online voting platform provider shall be the officially appointed Returning Officer and their appointed Deputy Returning Officer(s).

6.13.2.3 The Returning Officer shall monitor the online voting platform dashboard and address any issues that may arise during the conduct of the elections.

6.13.2.4 The online voting platform shall be accessible to prospective voters for the duration of the election period.

6.13.2.5 Where there are any complaints regarding voting on the platform these shall be submitted to the Returning Officer, who shall have discretion to address the complaint or if required to escalate the matter to the online polling platform provider.

Section 6.14 Election Resources

6.14.1 All candidates

6.14.1.1 All Candidate election material must be authorised by the Returning Officer prior to production, distribution, posting or broadcast.

6.14.1.2 Candidates cannot incur any expenditure in relation to an election or use any resources unless authorised by the Returning Officer.

6.14.1.3 No person who is not a Candidate shall incur or cause to be incurred any expenditure in relation an election without the written permission of the Candidate and any such expenditure made shall be attributed to the Candidate unless the Candidate satisfies the Returning Officer or Appeals Board.

6.14.1.4 No funds may be expended, incurred, or cause to have incurred, by any candidate unless authorised by the Returning Officer

6.14.2

Candidates for SUC Positions

- 6.14.2.1 Original material shall be submitted to and once authorised by the Returning Officer can be produced or distributed.
- 6.14.2.2 Each Candidate not affiliated with a ticket for a Student Union position, as per section 4.1.1-4.1.18 of the Constitution may spend up to one-hundred and ten (\$110) dollars of Student Union funds for election materials including printing or production of campaign material. Each Candidate not affiliated with a ticket for a Student Union position, as per section SUC 4.1.179 to 4.1.23 of the Constitution may spend up to seventy-five (\$75) dollars of Student Union funds for election materials following authorisation of the Returning Officer.
- 6.14.2.3 Should eight (8) or more candidates run as a team for SUC positions they may spend up to a maximum of eight hundred (\$800) dollars of Student Union funds for election campaign materials, plus an additional seventy-five dollars (\$75) per candidate on the ticket - following authorisation of the Returning Officer
- 6.14.2.4 Candidates for Catalyst – may spend up to two hundred and twenty-five (\$225) dollars of Student Union funds for election materials following authorisation of the Returning Officer. Where Catalyst candidates are running with a registered election Team (for SUC positions), this Catalyst allowance is in addition to any allowance for the SUC Team.
- 6.14.2.5 Should Candidates or Teams wish to spend funds as specified in section 6.14.2.2, 6.14.2.3, 6.14.2.4, 6.14.3.1 and 6.14.3.2 of these regulations they must submit a budget containing details of proposed expenditure and if required accompanying quotes to the Returning Officer no less than 3 academic days prior to the first day of polling. If the Returning Officer is satisfied that Candidates will not exceed the spending limit the Returning Officer shall authorise the expenditure. Upon presentation of a receipt/s, within a reasonable time frame, (no more than two (2) weeks following the declaration of results), which correspond with the authorised budget, the Returning Officer shall organise reimbursement within two (2) weeks. Candidates who exceed the spending limit shall be subject to disciplinary action and shall not be reimbursed above the set limit.
- 6.14.2.6 Where candidates are elected unopposed campaign funding as outlined above shall still be provided.

6.14.3

Candidates for NUS positions

- 6.14.3.1 Individual Candidates for NUS delegate positions shall be eligible to spend up to thirty (\$30) dollars of Student Union funds for election materials following authorisation of the Returning Officer. Where NUS Delegates are also running as candidates for an SUC position the NUS budget allowance is in addition to the SUC position budget allowance.
- 6.14.3.2 Should five (5) or more Candidates run as a team for NUS delegate positions, they shall be eligible shall be eligible to spend up to one hundred and fifty (\$150) dollars of Student Union funds for election materials following authorisation of the Returning Officer. Where NUS Delegates are also running as candidates for

an SUC position the NUS budget allowance is in addition to the SUC position budget allowance.

6.14.3.3 Original material shall be submitted to and once authorised the Returning Officer can be produced or distributed.

Section 6.15 Declaration of the Poll

6.15.1 The Returning Officer shall announce the voting figures on the RUSU website within twenty-four (24) hours of the electronic election results report being verified by the Returning Officer and on Official Notice Boards as soon as practicable.

Section 6.16 Disputes

6.16.1 Pursuant to section 16.22 of the Constitution "Any claim of a breach of the Election Regulations must be presented to the Returning Officer within five (5) days of the declaration of the poll, must be in writing and must be supported by at least two (2) members of the Student Union." The objection must clearly state the facts and grounds for the objection and must ask for some specific action to be taken.

6.16.2 Upon receipt of a claim, the Returning Officer has three (3) options available to them:

- (i) Dismiss the matter;
- (ii) Uphold the complaint; or
- (iii) Convene a meeting of the SUC Appeals Committee to hear the appeal.

6.16.3 If the Returning Officer finds that a Candidate, Team or Campaign Assistant has committed any offence against, or has disregarded or not complied with any Election Regulation or procedure, the Returning Officer may institute one or any of the following disciplinary actions after they have given the person or Team in question an opportunity to state their case:

- (i) Warn the Candidate, Team or Campaign Assistant;
- (ii) Withdraw the facilities of the RUSU and their media from the Candidate or Team;
- (iii) Withdraw electoral budget and resources from the Candidate or Team;
- (iv) Suspend the Candidate, their Team and/or their campaign assistants from campaigning (including from social media) for a period of time;
- (v) Require a retraction or apology from the candidate/Team, which may be published as determined appropriate by the Returning Officer;
- (vi) Disqualify the Candidate from the Election in question;
- (vii) Declare impacted votes void through the polling platform;
- (viii) Declare the election void and order a new election;
- (ix) Refer the matter to the SUC Appeals Committee;
- (x) Refer the matter to RMIT University as a student conduct related matter for investigation by RMIT; or
- (xi) Refer the matter to the relevant authorities.

- 6.16.4 In case of any dispute regarding Election Regulations, procedures or conduct of Candidates/Campaigners, the Returning Officer shall be the arbiter. Further appeal may be made to the SUC Appeals Committee.
- 6.16.5 Where a candidate or Team appeals a matter to the SUC Appeals committee a \$50 deposit shall be required to be paid by the candidate/Team. The \$50 fee will be refunded in the event that the appeal is successful or if the SUC Appeals Committee decides that while unsuccessful the appeal was not frivolous.
- 6.16.6 Appeals against a decision of the Returning Officer must be made within forty-eight (48) hours of the Returning Officer making a ruling or failing to rule on a matter.
- 6.16.7 In the event that a Candidate lodges an appeal against a decision of the Returning Officer, the Returning Officer must call a meeting of the SUC Appeals Committee within twenty-four (24) hours and that meeting must take place within forty-eight (48) hours of the complaint being lodged.

Section 6.17 SUC Appeals Committee

6.17.1 Membership and appointment

- 6.17.1.1 There shall be a SUC Appeals Committee
- 6.17.1.2 The SUC Appeals Committee shall consist of at least two (2) members appointed by the SUC. The SUC shall also appoint alternate members to the SUC Appeals Committee to ensure the committee can be convened in a timely manner.
- 6.17.1.3 At least one of the members of the SUC Appeals Committee shall have legal qualifications.
- 6.17.1.4 Members are prohibited from having been an enrolled student at RMIT for a period of two (2) years preceding their appointment. Members may also not have been a candidate in an RMIT Student Union election in the last five (5) years.
- 6.17.1.5 The SUC Appeals Committee shall be appointed by the SUC at least 4 weeks prior to the conduct of the election.
- 6.17.1.6 Each member remains a member of the SUC Appeals Committee until they
 - a) Resign
 - b) Become unable to act
 - c) Or are removed by the SUC.
- 6.17.1.7 Members of the SUC Appeals Committee may not be removed during the election period or while a matter arising from an election is still under consideration by the Committee.

6.17.2 Powers and duties

- 6.17.2.1 The SUC Appeals Committee shall hear appeals and determine disputes under the Regulations and Constitution of the SU. Subject to the Constitution and Regulations the SUC Appeals Committee may regulate proceedings as they see fit.

- 6.17.2.2 Any candidate may make an appeal to the SUC Appeals Committee, under the terms of section 6.16.1 Disputes of these Regulations.
- 6.17.2.3 No finding by the SUC Appeals Committee shall bar or prejudice any action by the Disciplinary Committee of the University for any illegal or improper practice or offence against disregard of non-compliance with the Election Regulation.
- 6.17.2.4 If the SUC Appeals Committee finds that a Candidate has committed improper practices that had a material impact on the election, then the election of a successful Candidate may be declared void.
- 6.17.2.5 The SUC Appeals Committee shall not declare that any person returned as elected was not duly elected, or declare any Election void:
 - (a) On the grounds of any illegal or improper practice or offence against, disregard of or non-compliance with the Election Regulations by any person other than the Candidate and without the candidate's knowledge or authority; or
 - (b) Unless the SUC Appeals Committee is satisfied that the result of the Election was likely to be affected, and that it is just and equitable either that the Candidate should be declared not to be duly elected or that the Election should be declared void.

6.17.3 Process

- 6.17.3.1 In the event that a Candidate lodges an appeal against a decision of the Returning Officer, the Returning Officer must refer the appeal to the SUC Appeals Committee within twenty-four (24) hours and the appeals committee must consider the complaint within forty-eight (48) hours of the complaint being lodged. However, a meeting that occurs after this time may still rule on a complaint.
- 6.17.3.2 The SUC Appeals Committee may meet by telephone or videoconference if necessary.
- 6.17.3.3 Meetings of the SUC Appeals Committee shall be in camera.
- 6.17.3.4 Complainants will lodge submissions and all relevant materials when lodging a complaint and affected parties will be given the opportunity to submit materials as well. The SUC Appeals Committee may request further information or request the appearance of candidates. No further representation or assistance shall be allowed unless the SUC Appeals Committee decides that without representation the candidate will be unable to fairly put their case.
- 6.17.3.5 The SUC Appeals Committee must decide questions of fact on the balance of probabilities.
- 6.17.3.6 Proceedings of the SUC Appeals Committee, other than its formal decisions, are confidential and may not be reported. Decisions of the SUC Appeals Committee shall be written and posted by the Returning Officer in the form of Official Publicity within 24 hours of a decision being made. Such decisions shall set out the facts. Where this is an outcome of a probity checks appeal the Student Union Council must be informed of the decision in place of the Returning Officer.
- 6.17.3.7 Decisions of the SUC Appeals Committee are final and binding. Refusal to obey or implement a decision of the SUC Appeals Committee shall result in immediate disciplinary action.

Section 6.18 Forbidden Practices

- 6.18.1 No Candidate or Candidate's representatives shall in any manner whatsoever alter, deface, damage, interfere with or remove any election material which belongs to another Candidate. Any person found so doing may be barred from any further participation in the Election (with the exception of actually voting).
- 6.18.2 In addition to these Regulations, Candidates advertising shall be restricted by normal University Regulations, including RMIT use of technology agreements.
- 6.18.3 No person shall cause damage or defacement to any public or private property inside or outside the University for the promotion of any Candidate(s) in any election of the Student Union Council. For the purpose of this section, damage or defacement shall be taken to include stickers and posters and chalking that cannot be removed with water on the inside or outside of buildings, steps, handrails, footpaths, trees, poles, bins, signs or any part of the University and its surrounds not specifically set aside for such purposes.
- 6.18.4 No candidate nor candidate's assistant shall publish, print, publicise or disseminate any electoral material without the authorisation of the Returning Officer.
- 6.18.5 (a) A person shall not engage in any dishonest practice in relation to an election.
- (b) A person shall not in relation to an election, print, publish, verbalise or distribute, or cause, permit or authorise to be printed, published or distributed, any matter or thing containing a statement:
- (i) that is untrue; or
 - (ii) that is, or is likely to be, misleading or deceptive;
 - (iii) that is discriminatory, sexist, racist, homophobic, militaristic or,
 - (iv) that contravenes SUC policy.
- (c) A person shall not make or publish any false statement in relation to the personal character or conduct of a Candidate.
- (d) A person shall not:
- (i) vote more than once in the same election;
 - (ii) record a vote to which they are not entitled; or
 - (iii) interfere with email ballots or attempt to vote using another student's ballot.
- (e) A person shall not hinder the Returning Officer, Deputy Returning Officer or any other person appointed to assist the Returning Officer in the execution of their duties. This includes disobeying a direction of any election official.
- g) A person shall not engage in behaviour that is intimidating, aggressive, threatening or harassing towards any other person(s).
- h) No candidate may offer bribes or incentives to influence the decision of any student to vote, to not vote or how they may vote. For the purposes of this clause campaign materials such as t-shirts or badges are not incentives, but food, gifts or knick-knacks are.
- i) No candidate may pay another person in cash or kind to campaign in the election. For the purposes of this clause the reasonable provision energy foods, non-alcoholic drinks and campaign t-shirts are not considered incentives.

- j) No candidate may send emails from RUSU or RMIT Student Life Clubs or collectives, or RMIT Kirrip official accounts or from accounts related to RMIT Mentors programs.
 - k) No candidate may create or use self-generated email lists of RMIT students or student clubs/groups for the purpose of campaigning or spam emails.
- 6.18.6 No candidate nor candidate's assistant shall make use of resources of the SUC or RMIT University without the prior approval of the Returning Officer.
- 6.18.7 No candidate shall distribute or broadcast any material in relation to the election without the prior written authorisation of the Returning Officer.
- 6.18.8 No person shall display any poster, distribute leaflets or solicit votes within an area designated by the Returning Officer, of a polling booth or impede without just cause the conduct of the election.
- 6.18.9 Should it be proven that any Candidate or Candidate's representative has breached any of these, then that Candidate shall be subject to disciplinary action (as per sections 6.16.3 and/or 6.19 of these regulations).
- 6.18.10 No candidate nor candidate's assistant may vote on behalf of another student or threaten and/or intimidate voters.
- 6.18.11 No candidate nor candidate's assistant may campaign in the election including distributing campaign material prior to the election campaign period as defined in section 6.9 of these Regulations.
- 6.18.12 If on-campus polling and campaigning is inconsistent with Health Directions and University policy, it will be prohibited or restricted during the voting period.

Section 6.19

Discipline

- 6.19.1 Any Candidate who knows of and consents to or commits or aids or abets a breach of these regulations shall be liable to face disciplinary action. This may include being disqualified from the election and from any further election to any position on or any office of the SUC for a period of eighteen (18) months following such breach.
- 6.19.2 Without limiting the Returning Officer's power under these regulations, if the Returning Officer finds that a student has breached any part of these regulations, the Returning Officer may suspend that student from campaigning for a period of time determined by the Returning Officer.
- 6.19.3 If the Returning Officer determines there has been a serious breach, they may disqualify the person and/or team from:
- a. Campaigning, or
 - b. Standing or
 - c. Future elections pursuant to clause 6.19.4 of these regulations.
- 6.19.4 Any person who commits or aids or abets such a breach shall be liable to be disqualified from any election to any position or any office of the SUC for a period of eighteen (18) months following such a breach.

Section 6.20 Defamation

The Student Union does not indemnify any student for defamation in an election.

Section 6.21 Indemnity

The Student Union Council shall indemnify the Returning Officers and appointees in relation to any action as a result of performing their duties in accordance with the Constitution and these regulations.

Section 6.22. Timing

No act, decision or election related to the RUSU elections is invalid only because it was done, made or held after the time required by the Constitution or by these regulations.

Section 6.23 Definitions and abbreviations

Academic day: means a day on which classes are conducted by the University in the TAFE and Higher Education sector. Academic Days shall not include Saturdays, Sundays or any day which University or Public Holiday is.

Ballot Paper: Refers to either a physical slip of paper used to register a vote, or one ballot in an online format.

Before: in reference to an election means before the first day of polling in that election.

Constitution: Means the RMIT Student Union Incorporated Constitution

Days: Shall refer to all weekdays including Saturday & Sunday, unless Academic days is specified.

DRO: Deputy Returning Officer

Each Campus: Shall refer to the:

- City Campus
- Bundoora Campus
- Brunswick Campus

Election Official: The Returning Officer, Deputy Returning Officer(s), and Polling Clerks and any other person nominated by the Returning Officer.

Electoral Office: Means the Office of the Returning Officer as defined by the Returning Officer on their appointment

E-mail "bombing" is characterised by abusers repeatedly sending an identical e-mail message to a particular address.

E-mail "spamming" is a variant of bombing; it refers to sending e-mail to hundreds or thousands of users (or to lists that expand to that many users). Email spamming can be made worse if recipients reply to the email, causing all the original addressees to receive the reply. It may also occur innocently, as a result of sending a message to mailing lists and not realising that the list explodes to thousands of users, or as a result of an incorrectly set-up responder message.

NUS: National Union of Students

Polling: Refers to the period in which official voting is taking place.

Publications of the Student Union: Any material produced or disseminated through Student Union channels. This includes all forms of broadcasting,

	printing and production.
Receipt:	Upon physical acceptance of the material by the Returning Officer.
RO:	Returning Officer
Secretariat:	Means the Student Union Council Secretariat as defined in section 8 of the RMIT Student Union Incorporated Constitution
SUC RO:	Refers to the SUC Returning Officer who may be appointed for the purposes of conducting by- elections
SUC:	Student Union Council

SECTION 7 DISCIPLINE OF MEMBERS

7.1 Scope of Disciplinary Action

7.1.1. In accordance with section 54 of the Associations Act and section 21 of the RUSU Constitution the following regulations apply to disciplinary action against a RUSU member related to their status as a RUSU member.

7.1.2 Disciplinary action under these clauses may be taken against:

- i) Governing members (3.2.1 of the Constitution)
- ii) Financial members (3.2.2 of the Constitution)

7.2 Forms of Disciplinary Action.

7.2.1 The forms of disciplinary action available under these regulations are limited to:

- (i) formal reprimand of the member (which may include explicit expectations regarding future conduct or limitations on access to specific RUSU Events, services or facilities) ; or
- (ii) suspend the membership rights of the member for a specified period; or
- (iii) expel the member from the RUSU.

7.2.2 RUSU may not issue fines as a penalty under these regulations.

7.2.3 Nothing in these regulations limits the powers of RUSU to impose penalties on governing members in accordance with sections 1.15 (timely reporting) or 3.2 (probity checks) of these Regulations or the operations of 11.1 of the Constitution (SUC Vacancy).

7.3 Grounds for Taking Disciplinary Action

7.3.1 RUSU may take disciplinary action against a Governing or Financial member of RUSU in accordance with these regulations if it is determined that they the member has;

- (a) deliberately or recklessly failed to comply with/ breached the RUSU Incorporated Constitution; or
- (b) actively works against the purpose of RUSU as contained in section 2.1 of the constitution of; or
- (c) has engaged in serious misconduct prejudicial to RUSU and/or conduct that is likely to bring RUSU into disrepute.
- (d) and/or in breach of the RUSU SUC Code of Conduct (clause (d) is only applicable to RUSU Governing members.)

7.3.2 These disciplinary procedures do not apply to RUSU electoral matters and electoral conduct.

7.4 Disciplinary Process

7.4.1 Disciplinary matters may be raised in the first instance with the RUSU President, General Secretary and/or Governance & Operations Manager. If, on face value there are sufficient grounds for taking disciplinary action against a member under these regulations, a Disciplinary Action brief will be prepared for the Secretariat.

7.4.2 Where a matter is more appropriately suited to resolution or initial investigation through RMIT University processes (such as Safer Communities or RMIT University Student Conduct), the matter may be referred to these avenues, in the first instance.

7.4.3 Secretariat - The Secretariat shall consider the brief presented to it. If the Secretariat is satisfied that there are sufficient grounds for taking disciplinary action, the Secretariat shall appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.

7.4.4 Disciplinary Subcommittee

The members of the disciplinary subcommittee shall include:

- (i) One student member of the Secretariat (shall be one of the RUSU Complaints people (established under 3.3.2 of these regulations).
- (ii) One student member of the SUC (who is not a member of the Secretariat)
- (iii) One RUSU staff member (who shall be one of the RUSU Complaints people (established under 3.3.2 of these regulations).

The members of the Disciplinary subcommittee must not be biased against, or in favour of, the member concerned.

7.5 Notice to Member

7.5.1 Before disciplinary action is taken against a member, the General Secretary (or in their absence the President) must give written notice to the member—

- (a) stating that RUSU proposes to take disciplinary action against the member; and
- (b) stating the grounds for the proposed disciplinary action; and
- (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the disciplinary meeting); and
- (d) advising the member that they may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
- (e) advising that they have the right to bring an appropriate support person to the meeting providing that such person does not hold formal legal qualifications. This person may provide support to the member but may not actively participate in the disciplinary meeting.
- (f) setting out the member's appeal rights under clause 7.7.

7.5.2. The notice must be provided no later than 10 days, before the disciplinary meeting is held.

7.5.3 The notice shall specify that where the member does not attend the disciplinary meeting to provide a written statement, that the discipline sub-committee shall proceed with the meeting and base their decision on the information available to them.

7.5.4 The outcome of disciplinary action may have significantly more weight for Governing members. As such, all reasonable efforts (emails and follow up phone calls) must be taken (and documented) to support notification of the discipline meeting being received.

7.6 Decision of Subcommittee

7.6.1 At the disciplinary meeting, the disciplinary subcommittee must—

- (a) give the member an opportunity to be heard (if attending); and
- (b) consider any written statement submitted by the member.

7.6.2 After complying with these regulations, the disciplinary subcommittee may—

- (a) take no further action against the member; or
- (b) reprimand the member (which may include explicit expectations regarding future conduct, or limitations on access to specific RUSU Events, services or facilities); or

- (c) suspend the membership rights of the member for a specified period; or
- (d) expel the member from RUSU.

7.6.3 In the case of governing members, the effect of being expelled as a member of RUSU shall be that they cease to be a member pursuant to 3.16 of the Constitution and that their position on the SUC shall become vacant in accordance with 11.1.1 of the Constitution. Given the significant weight of this outcome, expulsion of governing members must only be approved in cases of serious misconduct.

7.6.4 The disciplinary subcommittee may not fine the member.

7.6.5 The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect 72 hours after the outcome has been communicated to the member.

7.7 Appeal Rights

7.7.1 A person whose membership rights have been suspended or who has been expelled from RUSU under these regulations may give notice to the effect that they wish to appeal against the suspension or expulsion.

7.7.2 The notice must be in writing and given to the RUSU General Secretary (or in their absence the RUSU President) no later than 48 hours of the outcome of the Disciplinary sub-committee has been communicated to the member.

7.7.3 Disciplinary appeals shall be heard by a special meeting of the Secretariat and convened by the General Secretary (or in their absence the RUSU President)

7.7.4 If a person has given notice under clause 7.5, a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 14 days, after the notice is given.

7.7.5 Notice of the disciplinary appeal meeting must be given to each member of the Secretariat and must;

- (a) specify the date, time and place of the meeting; and
- (b) state;
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the specific form of disciplinary action determined; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

7.7.6 The Secretariat may not impose a heavier penalty at appeal than the original penalty imposed by the Disciplinary sub-committee.

7.8 Conduct of Disciplinary Appeal Meeting

7.8.1 At a disciplinary appeal meeting—

- (a) no business other than the question of the appeal may be conducted; and
- (b) a representative/s of the original Disciplinary sub-committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
- (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard or to have their written statement read and considered.

7.8.2 After complying with these regulations, the Secretariat members must vote on whether the decision to suspend or expel the person should be upheld or revoked.

7.8.3 A member may not vote by proxy at the meeting.

7.8.4 A simple, majority of Secretariat members in attendance at the meeting is required to approve the vote.

SECTION 8 – GRIEVANCE PROCEDURE

8.1 Scope & Application of Grievance Procedures

8.1.1. In accordance with section 55 of the Associations Act and section 22 of the RUSU Incorporated Constitution the following grievance procedure regulations apply to disputes under the RUSU Constitution and Regulations (the Rules) between:

(a) a member and another member (in their capacity as RUSU members); or

(b) a member and the SUC or Secretariat; or

(c) a member and RUSU.

8.1.2 Only students who are governing or financial members of RUSU may use these procedures.

8.1.3 For the purposes of section 8.1, only disputes as to whether or not the RUSU Incorporated Constitution and Regulations rules have been correctly followed can be addressed using these Grievance Procedures. These procedures cannot be used to determine disputes regarding the merits of any decision made or implemented in accordance with the RUSU Incorporated Constitution and Regulations.

8.1.4 These grievance procedures do not apply to RUSU electoral matters and electoral conduct. Such matters are subject to the electoral rules and regulations and the determinations of the Returning Officer and SUC Appeals Committee.

8.1.5 A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

8.1.6 If a member has initiated a grievance procedure in respect of a dispute between the member and the association, the association must not take disciplinary action against the member who initiated the grievance procedure and any member appointed as the support person for that member in relation to the matter which is the subject of the grievance procedure until the grievance procedure has been completed.

8.1.7 A Member may appoint any person to act on behalf of that Member in the mediation of the dispute.

8.2 Notification of a Dispute

8.2 A member raising a dispute must give notice of the grievance and the particulars of the grievance in writing to the General Secretary and Governance & Operations Manager.

8.3 Parties Must Attempt to Resolve Dispute

8.3.1 The parties to a dispute must attempt to resolve the dispute between themselves within 14 working days of the dispute coming to the attention of each party.

8.3.2 Where a dispute is between a member and another member (in their capacity as RUSU members), RUSU may appoint an appropriate RUSU staff member or RUSU office bearer to assist the parties to informally resolve the dispute.

8.4 Appointment of Mediator

8.4.1 If the parties to a dispute are unable to resolve the dispute between themselves within 14 working days the parties must, within a further 10 working days;

(a) notify the RUSU Secretariat of the dispute; and

(b) agree to or request the appointment of a mediator; and

(c) attempt in good faith to settle the dispute by mediation.

8.4.2 The mediator must be;

(a) a person chosen by agreement between the parties; or

(b) in the absence of agreement;

(i) if the dispute is between a member and another member—a person appointed by the Secretariat; or

(ii) if the dispute is between a member and RUSU, the SUC or Secretariat —a person appointed or employed by the Dispute Settlement Centre of Victoria.

8.4.3 A mediator appointed by the Secretariat may be a member or former member of RUSU, a RUSU staff member or suitably qualified RMIT or external person. The mediator must not be a person who;

- (a) has a personal interest in the dispute; or
- (b) is biased in favour of or against any party.

8.5 Mediation Process

8.5.1 The mediator to the dispute, in conducting the mediation, must;

- (a) give each party every opportunity to be heard; and
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties throughout the mediation process.

8.5.2 The mediator must not determine the dispute.

8.6 Failure to Resolve Dispute by Mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Incorporated Associations Act or otherwise at law.

APPENDIX 1 GRANT SCHEDULE – AFFILIATED CLUBS AND SOCIETIES

Definitions

- *Affiliate Clubs and Societies* as defined by SUC Regulations are herein referred to as 'clubs'.
- The *Student Union Council* or its *Secretariat* as defined by the RUSU Constitution is herein referred to as the 'governing body'.

1. Classification of Clubs

1.1. Clubs shall be classified as either very large, large, medium or small clubs dependent upon the size of their annual Full Membership:

1.1.1. A very large club shall have a demonstrated membership of two hundred and fifty (250) or more currently enrolled RMIT student members.

1.1.2. A large club shall have a demonstrated membership of between one hundred and one (101) and two hundred and forty-nine (249) currently enrolled RMIT student members;

1.1.3. A medium club shall have a demonstrated membership between forty-one (41) and one hundred (100) currently enrolled RMIT student members.

1.1.4. A small club shall have a demonstrated membership of between twenty (20) and forty (40) currently enrolled RMIT student members.

1.2. Demonstration of club size for classification shall be by presentation of the current affiliation period club membership list at the time of annual full affiliation.

1.2.1. For the first twenty (20) Full Members, this list must include the full name, student number, and signature of each member and must include the elected club Executive for the current Affiliation period.

- 1.2.2. Membership details cannot include any form of automatic membership or automatic membership renewal, except in the case of College based Academic Clubs where at least 75% of the program based Academic Clubs within that College have agreed to sub-affiliation with the College Club and members of the individual Academic Program Clubs are provided with the ability to opt-out of this automatic membership arrangement.
- 1.2.3. While clubs may have RMIT staff or non-RMIT student members in accordance with SUC Regulations, these members shall not be included as members for the purposes of club classification
- 1.2.4. Failure or inability of a club to present valid annual membership list above the minimum required 20 currently enrolled RMIT student members shall result in the club being deemed a small club.
- 1.2.5. Clubs may request a review of their classification up to twice annually.

2. Rules for Funds

- 2.1. Funds derived from Student Services and Amenities Fees must be spent in accordance with the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011, or relevant Act, and may not be used to support political parties, or to support the election of a person to a Commonwealth or State or Territory Parliament or Local Government body.
- 2.2. Funds received may not be used to directly fund a charitable or external body activity. Funds shall only be used for the purpose of achieving the club's stated aims and for the clear benefit of enrolled RMIT students.
- 2.3. Where a club seeks support to participate in an activity or an event in conjunction with a body or student club not affiliated to RUSU, the Club must disclose this in the application process and outline the arrangement, including the distribution of costs amongst the participating bodies and expected attendance by each body.
- 2.4. Additional funds may be raised by the club through other means including but not limited to membership fees, attendance fees to club events and activities, fundraising, cash sponsorship, gifts and other donations, sale of advertising, prizes, and grants from other bodies.
 - 2.4.1. Clubs are encouraged to charge a minimum one dollar (\$1) annual membership fee for currently enrolled RMIT students, and a minimum five dollar (\$5) annual membership fee for all others (associate members).
 - 2.4.2. All funds raised or otherwise received by the club must be documented and accounted for and shall be deposited directly to the RUSU nominated club bank account.
- 2.5. Funds received from RUSU shall be deposited by RUSU directly to the RUSU nominated club bank account.
 - 2.5.1. RUSU nominated club bank accounts shall only be accessed and maintained by that club's executive and only for the purposes of achieving the club's stated aims and for the clear benefit of enrolled RMIT students.
 - 2.5.2. The relevant Clubs and Societies Officer (Staff Member) shall act as Chief Officer of all Affiliated Club bank accounts and shall have sole authority to stop or close accounts as required or to transfer said authority to another RUSU staff member as required

3. Annual Administration Grant

- 3.1. Upon completion of annual full affiliation, each club shall be allocated a fixed rate Annual Administration Grant of:
 - 3.1.1. One Thousand Dollars (\$1000) per affiliation period for very large clubs which shall be payable in instalments of Five hundred dollars (\$500) per semester.
 - 3.1.2. Seven Hundred and Fifty Dollars (\$750) per affiliation period for large clubs; which clubs can elect to have paid in two instalments of Three Hundred and Seventy Five Dollars (\$375) per semester.
 - 3.1.3. Five Hundred Dollars (\$500) per affiliation period for medium clubs; which clubs can elect to have paid in two instalments of Two Hundred and Fifty Dollars (\$250) per semester.

3.1.4. Two Hundred and Fifty Dollars (\$250) per affiliation period for small clubs.

3.2. The purpose of the Annual Administration Grant shall be to cover the cost of that club's fixed operational costs and administration, membership and promotional costs, and orientation/start of semester activities.

3.2.1. The Annual Administration Grant may also be used by clubs to cover or subsidise the cost of providing training to members for the purpose of meeting statutory, RUSU or University risk management requirements around the delivery of club events but where RUSU cannot deliver such training to club representatives due to cost, lack of places or timetable incompatibility of RUSU delivered training. Such training may only include Food Safety Handler training, Food Supervisor training, Responsible Service of Alcohol training or First Aid Training. Such training cannot be offered to the general Club membership as part of a Club's Annual Activity Plan.

3.3. Any spending of the Annual Administration Grant must be accounted for in the club's annual financial report.

4. Annual Program Subsidy

4.1. Clubs shall be eligible for an Annual Program Subsidy of up to:

4.1.1. One Thousand and Two Hundred and Fifty Dollars (\$1250) per affiliation period for very large clubs;

4.1.2. One Thousand Dollars (\$1000) per affiliation period for large clubs;

4.1.3. Seven hundred and fifty dollars (\$750) per affiliation period for medium clubs;

4.1.4. Five hundred dollars (\$500) per affiliation period for small clubs.

4.2. The purpose of the Annual Program Subsidy shall be only for achieving the club's stated aims and for clear benefit of enrolled RMIT students by subsidising the costs of student participation in club activities and events, and the costs of supplies, equipment, services required for club activities and events as included in the Club Annual Activity Plan, excluding costs provided for by the Annual Administration Grant.

4.2.1. Clubs are required to prepare and submit to RUSU an Annual Activity Plan outlining the club's planned activities and events and that is approved by a quorate general meeting of the club. Only costs incurred as a result of activities and events included in the club's Annual Activity Plan shall be subsidised, as per receipts lodged with RUSU.

4.3. In addition to a completed Annual Program Subsidy form, an Annual Program Subsidy application must include the minutes of the quorate club General Meeting approving the Annual Activity Plan (unless this approval and Plan is previously provided with the minutes of a quorate Inaugural or Annual General Meeting submitted as part of the Inaugural or Re-affiliation process) and the minutes of a quorate Club General of Executive meeting/s approving a complete budget of related costs and funding and all receipts of payments for which the Club is applying for a Subsidy.

4.3.1. Annual Program Subsidies shall be lodged together and within a reasonable time after the activity or event, before the submission deadlines as per SUC Regulations 3.10.9.7.1.2 and 3.10.9.7.1.3 and all such receipts must be clearly labelled to identify the club, the cost, and the amount.

4.3.2. Subsidies shall be paid by way of reimbursement after purchase.

5. Special Program Event Funding Grants

5.1. Re-Affiliated Clubs may be able to apply for additional support in the form of Special Program Event Funding Grants (SPEG).

5.1.1. SPEG will not be available to Clubs in their first year of Affiliation or during the first year of Affiliation after that Club's previous affiliation has lapsed.

5.2. This Grant shall be available on a competitive basis with the total grant pool being dependent upon the funds available in the total C&S Grants budget after allocation of the fixed grant categories.

5.2.1. The details of the amounts, application process and priorities for this funding shall be determined on an annual basis by Clubs & Societies Department in consultation with the Governing Body and publicised directly to Club Executive members through direct email and made available through the Clubs Resources Section of the RUSU web page, the Clubs Executives Resources Google Folder or similar electronic access facilities RUSU may develop.

6. The Purpose of Special Program Event Funding Grants shall be:

6.1. To support the cost of special activities or events, excluding costs provided for by the Annual Administration Grant or Annual Programme Subsidy; or

6.2. To support costs where the governing body identifies a particular club initiative as being of particular benefit to the student community and pursuant to RUSU's aims and objectives.

6.3. The Clubs & Societies Department shall call for Expressions of Interest from Clubs seeking Special Program Event Grant Funding.

6.3.1. A SPEG EOI must be submitted through the required online of the nature of the activity or event for which Special Funding is sought, what the Funding itself would be used for, a copy of the Minutes of a Club General Meeting approving the activity or event if it is not included in the approved Annual Activity and a case made as to why the SUC should support the activity or event.

6.4. Special Program Event Funding Grant applications will be considered for approval by the governing body.

6.5. Any transaction of Special Program Event Funding Grant Funds will be directly between RUSU and the supplier, not the club except where authorised by the governing body.

7. Special Incentive Grants

7.1. The governing body may at its discretion decide to provide incentive based grants to clubs for participation in RUSU endorsed activities or events.

8. Deadlines for Grant Applications

8.1. For Annual Administration Grants (AAG):

8.1.1. For Calendar Year Affiliated Clubs, grants for upgrades in Club size will not be accepted after the end of Higher Education Semester 2, Academic Week 3 of the Affiliation Period.

8.1.2. For Mid-Year Affiliated Clubs, grants for upgrades in club size will not be accepted after the end of Higher Education Semester 1, Week 4 of the Affiliation Period.

8.2. For Annual Program Subsidy (APS) Grants:

8.2.1. For Calendar Year Affiliated Clubs, APS applications must be submitted by November 30 of the Affiliation period.

8.2.2. For Mid- Year Affiliated Clubs, APS applications must be submitted by April 30 of the Affiliation period.

8.3. For Special Program Event Grants:

- 8.3.1. Three (3) rounds of Applications shall be received through the online Expression of Interest form by continuing Clubs fully affiliated for that affiliation period by February 1, March 30 and June 30 (unless all SPEG funds are allocated in the prior rounds).
- 8.3.2. A Club may only apply for a SPEG for a particular Affiliation period only after the Club has finalised its Full Affiliation for that affiliation period.

APPENDIX 2 MODEL CONSTITUTION - AFFILIATED CLUBS AND SOCIETIES



RMIT University Student Union (RUSU) Affiliate Constitution of the <insert club name>

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1. GENERAL

- 1.1. The RMIT University Student Union shall hereafter be referred to as RUSU
- 1.2. The RMIT University Student Union Clubs & Societies Department shall hereafter be referred to as the Clubs Department
- 1.3. Simple majority voting – for RUSU Clubs purposes, this means that a motion (formal action statement) upon an item of business at a quorate club meeting is deemed carried (passed) if at least 50 % of the eligible members attending the meeting plus one extra eligible voting member votes in favour of that Motion.
- 1.4. A General Meeting of the Clubs is one to which all members of the club are invited to.

2. NAME

- 2.1. The name of the club shall be <insert club name>

3. CLUB AIMS AND OBJECTIVES

- 3.1. <insert aim>
- 3.2. <insert aim>
- 3.3. <insert aim>

4. STATEMENT OF NOT-FOR-PROFIT STATUS

- 4.1. The assets and income of the Club shall be applied solely in furtherance of its' above-mentioned objectives and no portion shall be distributed directly or indirectly to the Members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.

5. MEMBERSHIP

OPTION 1: Standard clause:

- 5.1. Except as per 5.4., Full Membership shall be open to all currently enrolled RMIT University students
- 5.2. Except as per 5.4., Associate Membership shall be open to Alumni, staff and other non - RMIT students but these members must not comprise more than 25% of the total Club membership nor hold Executive Positions on the Club Board of Management.
- 5.3. Life Membership is an honorary position, nominated and voted on by the Club Membership at a General Meeting; Life Members shall have attendance rights of all Club Meetings but no voting rights.
- 5.4. Where an individual was previously expelled from that club or subject to disciplinary measures. In such cases it shall be at the discretion of the current club Executive (with advice from the Clubs department) to approve or deny membership to the club and to set reasonable formal terms of re-admission if necessary.
- 5.5. The Club may set an annual membership fee to be determined at a quorate Club General Meeting and reviewed and changed by motion & vote not more than once per calendar year.
- 5.6. RMIT Student Members of the club shall always be charged a lower membership fee lower activity participation fee (e.g. ticket price) than Associate Members and others.
- 5.7. Applications for membership to the Club shall close upon the opening of nominations for election to the Club Board of Management at an Annual or Special General Meeting including full, annual Board elections and casual vacancy by-elections and shall be suspended until the election outcome is finalised and announced.
 - 5.7.1. The opening of nominations (and suspension of processing of membership applications) must occur at least two (2) weeks before the Annual or Special General Meeting at which the election is to be held.

OPTION 2: Open to academic clubs if desired or directed by the RUSU Clubs Department

5.1. Except as per 5.6., Full Membership shall be open to all RMIT University students currently enrolled in the following academic Programs/academic area: <insert as appropriate>

5.2. Full Membership must number at least twenty (20) members

5.3. Except as per 5.6., Social Membership shall be open to all other currently enrolled RMIT students who shall not hold Executive positions on the club Board of Management unless the positions are genuinely unable to be filled by Full Members and Social Member Candidates any additional eligibility requirements as listed in Section 6.14 of this Constitution are met.

5.3.1 Except for Social Members nominated to the Executive positions on the Board as per 5.3 above, Social Members shall not have voting rights on any club matter.

5.4. Except as per 5.6., Associate Membership shall be open to Alumni, staff and other non - RMIT students but these members must not comprise more than 25% of the total Club membership nor hold Executive Positions on the Club Board of Management.

5.5. Life Membership is an honorary position, nominated and voted on by the Club Membership at a General Meeting; Life Members shall have attendance rights of all Club Meetings but no voting rights.

5.6. Where an individual was previously expelled from that club or subject to disciplinary measures. In such cases it shall be at the discretion of the current club Executive (with advice from the Clubs department) to approve or deny membership to the club and to set reasonable formal terms of re-admission if necessary.

5.7. The Club may set an annual membership fee to be determined at a quorate Club General Meeting and reviewed and changed by motion & vote not more than once per calendar year.

5.8. RMIT Student Members of the club shall always be charged a lower membership fee lower activity participation fee (e.g. ticket price) than Associate Members and others.

5.9. Applications for membership to the Club shall close upon the opening of nominations for election to the Club Board of Management at an Annual or Special General Meeting including full, annual Board elections and casual vacancy by-elections and shall be suspended until the election outcome is finalised and announced.

5.9.1. The opening of nominations (and suspension of processing of membership applications) must occur at least two (2) weeks before the Annual or Special General Meeting at which the election is to be held.

OPTION 3: For Clubs approved to restrict membership where such restrictions apply to promote substantive equality and which meet the requirements for a special measure under Section 12 of the Equal Opportunity Act 2010 (VIC) OR where additional requirements for membership of the Club Executive or Board of Management is required to align their club's Constitution and processes with those of an external professional organisation to which a club is or seeks to be formally affiliated to and through which the club is or will be authorised and supported to establish and maintain a chapter of the affiliate body at RMIT University

5.1. Except as per 5.6, Full Membership shall be open to all RMIT University students who meet the following criteria: <insert as approved>

5.2. Annual Full Membership must number at least twenty (20) Members.

5.3. Except as per 5.5., Social Membership shall be open to all other currently enrolled RMIT students who shall not hold Executive positions on the club Board of Management unless no nominations are received from eligible Full Members.

5.3.1. Except for Social Members nominated to Executive positions on the Board as per 5.3 above, Social Members shall not have voting rights on any club matter.

5.4. Except as per 5.6., Associate Membership shall be open to Alumni, staff and other non - RMIT students but these members must not comprise more than 25% of the total Club membership nor hold Executive Positions on the Club Board of Management.

5.5. Life Membership is an honorary position, nominated and voted on by the Club Membership at a General Meeting; Life Members shall have attendance rights of all Club Meetings but no voting rights.

5.6. Where an individual was previously expelled from that club or subject to disciplinary measures. In such cases it shall be at the discretion of the current club Executive (with advice from the Clubs department) to approve or deny membership to the club and to set reasonable formal terms of re-admission if necessary.

5.7. The Club may set an annual membership fee to be determined at a quorate Club General Meeting and reviewed and changed by motion & vote not more than once per calendar year.

5.8. RMIT Student Members of the club shall always be charged a lower membership fee lower activity participation fee (e.g. ticket price) than Associate Members and others.

5.9. Applications for membership to the Club shall close upon the opening of nominations for election to the Club Board of Management at an Annual or Special General Meeting including full, annual Board elections and casual vacancy by-elections and shall be suspended until the election outcome is finalised and announced.

5.9.1. The opening of nominations (and suspension of processing of membership applications) must occur at least two (2) weeks before the Annual or Special General Meeting at which the election is to be held.

6. CLUB BOARD OF MANAGEMENT

6.1. The Club shall be governed by a Board of Management.

6.2. Except with the Clubs Department approval, the Board shall, at a minimum, consist of an elected Executive of four (4) but no more than seven (7) Executive Office Bearers including a President, Secretary and Treasurer.

6.3. At least four (4) Executive Members of the Board shall gain financial membership of the RMIT University Student Union (RUSU) during their period in office.

6.4. The Board may appoint Members to the Board as General Office Bearers in a non- Executive capacity as deemed required.

6.5. The responsibilities of the Board are detailed in Section 7 of this Constitution

6.6. The responsibilities of the Executive are detailed in Section 8 of this Constitution

6.7. Where the Club is governed solely by an Executive, it shall hold all responsibilities as per Sections 7 and 8 of this Constitution.

6.8. The Board may develop and modify Board Member duty statements/descriptors so long as the responsibilities allocated remain consistent with the responsibilities outlined in this Constitution.

6.9. Only elected Executive Members of the Board shall have signatory control of the Club bank account as per Section 15 of this Constitution.

6.10. The Board shall meet, at a minimum, six (6) times per affiliation period.

6.11. The Board is always bound by the decisions of a Club General Meetings including Special General Meetings and Annual General Meetings.

6.12. Any Board decision may be overturned by vote at a Club General Meeting.

6.13. The Board of Management of the <insert club name> shall consist of the following elected Executive positions:

6.13.1. President

6.13.2. Secretary

6.13.3. Treasurer

6.13.4. <Insert Executive title and add more as required>

6.14. Unless no suitable nominations are received, the following permitted additional conditions for general eligibility for election to the Club Board of Management: refer to Section 4.4.4.18 of the RUSU Regulations for permitted additional conditions:

- 6.15. Any change to the structure of the Executive must be approved by vote at a Club Special or Annual General Meeting.
- 6.16. In the event of a single casual vacancy within the Executive, the remaining Executive may appoint a Full Club Member to fulfill the position for the remainder of the term.
- 6.17. In event of two or more concurrent resignations from the Executive, it is the responsibility of the Board to call an election and convene a Special General Meeting to fill the casual vacancies, at the soonest possible convenience.
- 6.18. Any change to the Club Board must be promptly reported to the Clubs Department.

7. RESPONSIBILITIES OF THE BOARD OF MANAGEMENT

- 7.1. The core business of a Club Board of Management shall be:
 - 7.1.1. Delivery of the Club's Annual Activity Plan ensuring that the Club's activities are in line with the Club's stated aims and for the primary benefit of RMIT students
 - 7.1.2. Promoting the Club, its' aims, and activities
 - 7.1.3. Administering club communication channels
 - 7.1.4. Recruiting Members, maintaining required Club membership records and meeting membership administrative requirements
 - 7.1.5. Coordinating and maintaining the Club's annual re affiliation to RUSU including:
 - 7.1.5.1. Ensuring that minimum annual Club membership is achieved and maintained.
 - 7.1.5.2. Attending and actively participate in compulsory club and club leader development training as required by RUSU and/or the University.
 - 7.1.5.3. Actively recruiting and training members to succeed the current Board for the following affiliation period.
 - 7.1.5.4. Supporting the new Board to re-affiliation in a timely manner.
 - 7.1.5.5. Ensuring all Club records and assets are handed over to the following years Board.
 - 7.1.5.6. Supporting the incoming Club Board to successfully take over the coordination of the Club.
 - 7.1.6. Representing the Club (in a coordinated and agreed manner) within RUSU, RMIT and the broader community noting that the elected President is the primary spokesperson for the Club.
 - 7.1.7. Organising, promoting, and running Club meetings (Board Meetings, the Annual General Meeting, Special General Meetings etc.) including:
 - 7.1.7.1. Preparing and distributing Club Meeting Agendas and other Meeting documents in a timely manner
 - 7.1.7.2. Taking and distributing accurate minutes of all Club Meetings.
 - 7.1.7.3. Reporting regularly to the Club including the presentation of formal reports to the club Annual General Meeting.
 - 7.1.8. The presentation of membership, meeting, financial or other records to the Clubs Department upon request.
- 7.2. As a Board and as individual Members of the Board, ensuring both the Board and the Club acts in accordance with the Club's own Constitution, Regulations, Policy and Procedures, RUSU Regulations, Policy and Procedures including the Clubs Code of Conduct, and with University Regulations, Policy and Procedure especially in regards to use of University resources, safety and security and the Student Code of Conduct and Student Charter (or their replacement policies) and all relevant State, Federal and Local Government laws.
- 7.3. Seeking advice and support from the Clubs Department or other most appropriate authority (for example, RMIT Safer Communities, RMIT Security, the Police etc.) where the Club as a whole and/or the participants in club activities, are at risk of or have breached the law and/or the relevant rules and regulations.

8. RESPONSIBILITIES OF THE CLUB EXECUTIVE

- 8.1. The Club Executive shall have overall and day-to-day control of the governance and finances of the Club specifically including all decisions related to:
 - 8.1.1. Contracts
 - 8.1.2. The management of club Finances including:
 - 8.1.2.1. Approving club budgets (including annual budgets and specific activity budgets)
 - 8.1.2.2. Approving expenditure for club events and activities
 - 8.1.2.3. Gaining and administration of club funding including grants, sponsorship, membership fees and income pertaining to club events, activities, and merchandise.
 - 8.1.3. Constitutional matters and the delivery of compliant elections, Annual General Meetings and Special General Meetings including:
 - 8.1.3.1. The appointment of a person to act as Returning Officer (RO) for the clubs' Board elections and to ensure the RO has the practical resources needed to run the elections in an organised and fair manner
 - 8.1.4. Preparing formal reports for the club Annual General Meeting consistent with templates provided by RUSU including an annual financial report
- 8.2. The Board may establish role descriptions
- 8.3. Noting that any Executive or Board decision must be consistent with those made at Club General Meetings and may be over tuned by vote at a such meetings (as per Sections 6.11 and 6.12 of this Constitution), only Executive Members of the Board may exercise a vote on the matters included in Section 8.1 above with a vote deemed carried by a majority (at least 50% of votes plus one additional vote) of Executive Members in attendance at a quorate Board Meeting (as per Section 11 of this Constitution).

9. ANNUAL GENERAL MEETING (AGM)

- 9.1. There shall be one Club Annual General Meeting every affiliation year, which shall be held at a regular period during the RMIT academic period as required by RUSU
- 9.2. The Agenda of the AGM must include:
 - 9.2.1. Approval of the Minutes of the Previous Annual General Meeting
 - 9.2.2. The presentation of a written General Report meeting at least the requirements of the template provided by RUSU
 - 9.2.3. The presentation of the Clubs' annual affiliation period financial report meeting at least the requirements of the template provided by RUSU
 - 9.2.4. Ratification of the Club's Constitution and/or changes made to it
 - 9.2.5. The election of the following affiliation year Club Board of Management
 - 9.2.6. Approval of the signatories to the club bank account from amongst the elected club Executive as per Section 15.6.
 - 9.2.7. Approval of the Club Annual Activity Plan for the following affiliation period
 - 9.2.8. Other business and other motions as moved.

10. OTHER MEETINGS

- 10.1. A General Meeting is defined as any meeting other than an Annual General or Special General or Club Executive Meeting.
- 10.2. The Board shall meet at least six (6) times per affiliation period.

- 10.3. If ten, or one third of the membership, whichever is smaller, should petition the Board for a Full Club General Meeting, such a meeting must be held within fifteen academic days, at a date set by the Executive.
- 10.4. A Special General Meeting is defined as separate from a General, Annual General or Club Board Meeting, and shall be requested in writing to the Club Board, to address a set item of importance to Club Business, by a minimum of 10 Full Members or 1/3 of the total Membership, whichever is the lesser number of Members.
- 10.5. The preference will be to hold physical General Meetings on or near the RMIT campus the majority of Full Members attend.
 - 10.5.1. Where this is not possible, and with the approval of the Clubs Department, the meeting shall be held online in a manner consistent with Clubs Department requirements particularly where the Agenda will include Board of Management elections.

11. QUORUM

- 11.1. Quorum is the minimum number of Members required to attend a Club meeting for decisions made at that meeting to be considered valid Club decisions.
- 11.2. At an Annual, Special or General Meeting, Quorum shall be a minimum of 10 members of which at least 75% attending must be Full Members or 1/3 of the Membership of which 75% attending must be Full Members, whichever is smallest.
- 11.3. At a Club Board Meeting, Quorum shall be ½ the elected Executive Members plus one to the nearest whole number.

12. NOTICE OF MEETINGS

- 12.1. The Board shall give at least five academic days' notice to all Club Members of a General Meeting and ten academic days' notice for Special General and Annual General Meeting.
 - 12.1.1. Such notice must, as a minimum, be email notification using the club's official email.

13. VOTING

- 13.1. Voting at Club Meetings shall be democratic, with a majority (at least 50% of votes plus one) of eligible Full Members attending a quorate meeting (as per Section 11) required for the passage of a Motion.
- 13.2. All tied motions are lost.
 - 13.2.1. Members must attend the meeting to participate in a vote on any matter including in elections.
 - 13.2.2. No proxy voting shall be permitted.
- 13.3. Constitutional changes require a majority (at least 50% of votes plus one) of Full Members attending a quorate (as per Section 11) Special or Annual General Meeting and take effect from the end of the meeting.
- 13.4. Constitutional motions must be presented in writing to the Board at least ten academic days before the meeting and notice of these shall be given to the Membership.
- 13.5. Proposed Constitutional changes must be approved by the Clubs Department before they are presented to the Board and/or General Membership to ensure the changes are consistent with this Constitution and RUSU Clubs Regulations.

14. DISMISSAL FROM CLUB BOARD AND/OR EXPULSION FROM THE CLUB

- 14.1. The process for dismissing an Executive Member of the Board can begin with a motion of the Executive or Board, or a petition bearing the names of at least ten Members of the Club of whom 75% must be Full Members.

- 14.1.1. At the next Special General Meeting or Annual General Meeting, a motion shall be put to dismiss the Executive Member, provided that at least ten academic days' notice has been given to the Membership and to the Member concerned in writing.
 - 14.1.1.1. The Executive Committee Member to be impeached will be given at least seven minutes to speak before the vote is taken.
 - 14.1.1.2. If this Motion passed by a two thirds majority, that Executive position will become vacant and a new election held immediately.
- 14.2. The process for dismissing a Non-Executive Member of the Board shall be by Executive vote with such a decision to be based only on the grounds of the Non-Executive Board Member's failure to meet reasonable participation requirements including regular attendance of Board and General Meetings, completion of agreed duties, completion of agreed duties in a competent manner, and/or compliance with the RUSU Clubs Code of Conduct.
- 14.3. The process to expel a Club Member shall begin with a motion of the Club Executive or Board or a petition with the names of at least ten Full Club Members. The procedure is the same as for the impeachment except that the result is the voiding of the person's membership to the Club.
 - 14.3.1. Expulsion of a Member who is a Club Board Member shall also constitute that Member's dismissal from the Board.
 - 14.3.2. It shall be at the Board's discretion to re-open Membership to an expelled Member, however the Board shall maintain the right to revoke that decision should that Member display the initial or similar behaviours which resulted in their initial expulsion.
- 14.4. No Member may be dismissed, impeached, or expelled from the Board or Club on the grounds of race, sex, religion, sexual orientation, or political views.
- 14.5. Any action taken under this section must be reported to the Clubs Department.
- 14.6. Appeals under this section shall be directed to the Clubs Department

15. FINANCE & OTHER ASSETS

- 15.1. A record of non-monetary club assets (such as equipment, promotional items) shall be maintained by the Club and overseen by the Treasurer.
 - 15.1.1. The Club shall be solely responsible for storage of such assets.
- 15.2. The Club Treasurer shall keep and maintain records for all Club income and expenditure (including all receipts) and ensure these are transferred to the care of the incoming Treasurer at the end of the current Treasurer's period of office. This transfer shall include the club cheque book (if the Club has one) and the like.
- 15.3. The Club shall maintain Club financial records for a period of five (5) years and may request that the Clubs Department store these records.
- 15.4. All Club funds shall be lodged in a dual signatory Society bank account nominated by the Clubs Department.
- 15.5. The Club President shall be the Chief Officer of the Club bank account and ensure that this authority is successfully transferred to the next President.
- 15.6. The Club President, Secretary and Treasurer shall be signatories to the Club bank account and ensure that this authority is successfully transferred to their successors.
 - 15.6.1. Should the Club wish to add additional Executive Board Members as signatories to the Club bank account, this shall be voted upon at a General Meeting.
- 15.7. The Club authorises RUSU to have access to a standard range of information about the club bank account as required by the Clubs Department.
- 15.8. Club funds and assets shall only be used for the purpose of achieving the clubs stated aims in accordance with the Clubs' approved annual activity plan and relevant RUSU Regulations and Policy.

15.9. The Club shall bear all responsibility for identifying and meeting the Clubs' Taxation liabilities.

16. DISSOLUTION CLAUSE

16.1. In the event of the Club being dissolved, all Club assets that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to RUSU.

16.2. The Club shall be deemed dissolved if:

16.2.1. The Club formally dissolves by majority vote at a quorate Annual General or Special General Meeting and provides RUSU with a copy of the minutes of that Meeting or;

16.2.2. The Club fails to re-affiliate with RUSU for a period of not less than two (2) affiliation periods (2 years).

17. RESPONSIBILITY/DISCLAIMER

17.1. RUSU accepts no responsibility for actions or decisions taken by a Club or its' Executive; the Club Board of Management shall be deemed responsible for all decisions made for or on behalf of the Club.

17.2. RUSU accepts no responsibility for any financial debts or other liabilities incurred by the Club.

Appendix 3

RUSU Affiliate Clubs Code of Conduct

❖ Respect for All and Behaving Professionally

- Club Members are expected to act in the best interests of their respective Clubs and in the best interests of other members of their respective clubs.
- All club members must treat other club members in a respectful and dignified manner.
- All club members must respect the cultural diversity of other members of their club and respect the culturally diverse nature of other clubs.
- Clubs, and members of those clubs, may not in any way impede upon the learning or civil rights of other members of the RMIT community. This includes, but is not limited to, students, academics and administrative staff.
- All clubs members, and clubs as organisation entities, must avoid at all times any form of discrimination, bullying, racism or intimidation.
- Clubs, and members of clubs, shall adhere at all times to all relevant policies, procedures and guidelines of RMIT University. These policies, procedures and guidelines include, but are not limited to, the RMIT Code of Conduct and the RMIT Student Charter

❖ Serious Misconduct

- Club members may not bring the reputation of their club, RMIT University or the RMIT University Student Union (RUSU) into disrepute.
- If a club would like to publicise anything in a classroom environment, they must have the express permission of the lecturer, or other teaching staff if applicable, before the commencement of the class.
- Non RMIT members or affiliate members are not permitted to Run/organise club events on the behalf of a Club.
- No club member, external or otherwise, may act in a way that breaches the RMIT Student Conduct regulations.
- Clubs shall not act maliciously toward any other affiliated club or defame their members through official club channels.
- No Club or club member may claim to represent or be endorsed by RUSU as a whole without the express written permission of the SUC. Further, club activities may not give the impression of being endorsed by the RUSU.
- Failure to comply with this Code of Conduct may result in disciplinary action by RUSU, which may include disaffiliation.

❖ **Utilisation of RUSU Resources**

- Any club using RUSU property must return the property in the condition in which it was afforded to the club. Failure to return property in the condition in which it was afforded to the club will result in the cost of repairs or replacement being levied against the club through deductions from club bank account or through future club grants.

❖ **Disciplinary Action**

- Disciplinary action against a club or its members may not be limited to but can include the following depending on the level of club misconduct:
 - Letters of warning
 - Withholding of club grants
 - Immediate disaffiliation of the club from the RMIT University Student Union
 - Banning of Students from holding Executive positions for a period up to 12 months
 - Banning of Clubs from affiliating to RMIT University Student Union for a period up to 2 years