

## **RUSU REGULATIONS\_CLUBS & SOCIETIES SECTION\_APPROVED BY SUC 10 July 2024\_M6.5**

### **Outline:**

- 4.4.1 CLUBS & SOCIETIES DEPARTMENT AIMS AND OBJECTIVES (p2)**
- 4.4.2 CLUB AFFILIATION**
  - 4.4.2.1 & 4.4.2.2 Requirement to achieve and maintain affiliation and, types of affiliation. (p2)
  - 4.4.2.3 Inaugural Full Affiliation (pp 2-3)
  - 4.4.2.4 Annual Re-Affiliation of an Existing Club (p3)
- 4.4.3 AFFILIATION BENEFITS (p4)**
- 4.4.4 NON -APPROVAL OF AFFILIATION/REAFFILIATION (pp 4 -5)**
- 4.4.5 CLUB RESPONSIBILITIES (pp5-7)**
- 4.4.6 CLUB MEMBERSHIP TYPES (p7)**
  - 4.4.6.1 Full Membership
  - 4.4.6.2 Social Membership
  - 4.4.6.3 Associate Membership
  - 4.4.6.4 Honorary Life Membership
- 4.4.7 CLUB MEMBERSHIP REQUIREMENTS (p8)**
- 4.4.8 CLUB MANAGEMENT (p8 – 9)**
  - 4.4.8.4 to 4.4.8.7 Authority and Responsibilities of the Club Executive (p8)
  - 4.4.8.8 + 4.4.8.9 Responsibilities of all Management Committee Members (p8)
  - 4.4.8.10 + 4.4.8.11 Management Committee Meetings (p9)
  - 4.4.8.12 to 4.4.8.15.2 Election/Appointment to the Club Executive(p9-10)
- 4.4.9 CLUB DISCIPLINARY MEASURES (INCLUDING DIS-AFFILIATION)**
- 4.4.10 GRANT CATEGORIES (p11)**
- 4.4.11 FUNDING POLICY AND PRINCIPALS (pp11-12)**

## Section 4. 4 AFFILIATED CLUBS & SOCIETES

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 intervene accordingly.
- 4.4.1.3 To encourage campus-based clubs and societies to cater to the needs and interests of students on campus.
- 4.4.1.4 To provide and administer resources and support 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 and any other body.

### 4.4.2 CLUB AFFILIATION

- 4.4.2.1 Clubs shall formally affiliate and maintain affiliation to RUSU to access the benefits as listed in 4.4.3
- 4.4.2.2 Affiliation shall exist at two (2) levels:
  - 4.4.2.2.1 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)
    - 4.4.2.2.1.1 The process to apply for Provisional Affiliation will be detailed on the RUSU website and includes the submission of an expression of interest application form.
    - 4.4.2.2.1.1 Provisional affiliation status will expire if the club does not complete the entire full affiliation process by the end of the mid-semester break of what should be its' first Higher Education semester of full affiliation. However, the club's leadership group can negotiate for additional time with the Clubs Department to complete the process.
    - 4.4.2.2.3. The inaugural Full Affiliation shall be granted after a Provisionally Affiliated club has completed the affiliation process as prescribed in 4.4.2.3 with Full Affiliation renewed annually as per 4.4.2.6.
      - 4.4.2.2.3.1 A club's affiliation is considered expired (lapsed) if the club does not complete the full re-affiliation process by the end of the mid-semester break of what should be its' first Higher Education semester of that affiliation period. However, the club's leadership group can negotiate for additional time with the Clubs Department to complete the process.

#### Inaugural Full Affiliation

- 4.4.2.3 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:
  - 4.4.2.3.1 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) before its' consideration at the Club's Inaugural General Meeting.
  - 4.4.2.3.2 A list gathered through an electronic form of at least twenty (20) Full Members which includes each Member's full name, connection to RMIT (current Student, RMIT Alumni, RMIT Staff Member, or Other), the RMIT identity number

if an RMIT Student or Staff Member email address, date of birth, date of joining the club, and, where the club would apply permitted restrictions for Full Membership, data to confirm if the members qualify for Full Membership.

- 4.4.2.3.3 A copy of the 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, affiliation to the RMIT University Student Union, and the establishment of a club bank account and allocation of signatories to it, including Chief Officer authority.
  - where the key four students who applied for provisional affiliation are eligible and want to assume Executive roles on the Club's Committee of Management, endorsement of their appointment to those roles or, where none or only some of those applicants wish to assume Executive leadership roles, the democratic election of eligible members to those roles.
- 4.4.2.3.4. Completion of required club onboarding and club leader details forms through which they will upload the documentation as listed in this section noting re-affiliating clubs provide Minutes of their Annual; General Meeting as per 4.4.2.4.1
- 4.4.2.3.5 A meeting (the "Induction Meeting") between at least the elected President and the Treasurer of the Club Executive and a Clubs and Societies Officer (Staff) to finalise the onboarding process. This meeting may be delivered singularly (one club at a time) or jointly (multiple clubs at one Induction Meeting).
- 4.4.2.3.6 Any proposed change to a club Name, club Aims /or Club Constitution by Provisionally Affiliated clubs must be approved by a Clubs and Societies Officer (Staff) before it may be approved at the Inaugural General meeting.

#### Annual Re-Affiliation of an Existing Club

- 4.4.2.4 Clubs must re-affiliate annually, using the same general procedures as per 4.4.2.3 with the following variations:
- 4.4.2.4.1 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 Management Committee requiring, at a minimum, a written statement of financial accounts and a General Report that covers the key annual information as per the Annual Finance Report and General Report templates provided to Clubs by the Clubs Department
  - the election of the Club Executive for the next affiliation period
  - Member approval of the annual changeover of signatory control including Chief Officer authority of the club bank account from the outgoing Executive to the newly elected Executive
- 4.4.2.4.1.1 Executive elections are not required in the case of a returning lapsed where the students who re-initiate a lapsed club are willing (and eligible) to hold those positions in which case they may be endorsed by the meeting unless less than 12 months have elapsed since the club's last AGM or where none of the members of the immediate previous elected Executive who still meet the conditions of Full Membership of the club submits a written request to the Clubs Department calling for nominations to be opened to all eligible members.
- 4.4.2.4.2. 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.
- 4.4.2.5 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.
- 4.4.2.6 Clubs failing to re-affiliate for two consecutive annual affiliation periods will be deemed to no longer exist. RUSU cannot guarantee access to the club's original bank account (and funds therein) or any other assets of the club assets should later students seek to re-establish a lapsed club,

#### 4.4.3. AFFILIATION BENEFITS

Benefits of Full (Annual) Affiliation shall include:

- 4.4.3.1 Access to financial support through RUSU Club Grants as outlined in Appendix 1 of these Regulations.
- 4.4.3.2 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.
- 4.4.3.3 Access to training including how to manage a club and understanding the grants process.
- 4.4.3.4 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.
- 4.4.3.5 Access to a RUSU Clubs and Societies Department coordinated University email and MS team with SharePoint.
- 4.4.3.6 Access to RMIT insurance coverage under the University's Insurance policies.
- 4.4.3.7 Access to participation in University and RUSU events such as Orientation.
- 4.4.3.8 Access to a club bank account
- 4.4.3.9 RUSU reserves the right to vary the above benefits where required and shall notify clubs of any variations to the above benefits.

#### 4.4.4. 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 any of the following circumstances:

- 4.4.4.1 Where a club fails to meet the requirements as outlined in these Regulations.
- 4.4.4.2 If the application seeks to replicate the aims/intention of an existing affiliate club, a RUSU Department, 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.
- 4.4.4.3 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.
- 4.4.4.4 Where the stated or implied purpose/s of the club is for commercial and/or financial gain.
- 4.4.4.5 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 breach RUSU or University Policy or Procedures.
- 4.4.4.6 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.
- 4.4.4.7 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.
- 4.4.4.8 If the proposed or anticipated core or regular activities of the club cannot be covered by RUSU or University insurance.
- 4.4.4.9 If the aims or operations of the club are such that there is reasonable ground to believe that the club would be unlikely to continue as an ongoing concern. That is, the aims of the club are finite such as being more in keeping with a campaign or presenting 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.
- 4.4.4.10 Where the core activities of a proposed new club are insufficient (less than four (4) activities), or not achievable. That is, 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.
- 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.

- 4.4.6.12 Where a stated or implied aim of the club is to establish a political party.
- 4.4.6.13 Where the membership list presented at the affiliation of the Club (except for 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).
- 4.4.4.14 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 activities and priorities.
- 4.4.4.15 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.
- 4.4.4.16 If the club has a name that does not reflect its aims and/or could be misleading or deceptive.
- 4.4.4.17 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.
- 4.4.4.18 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.
- 4.4.4.19 Where club affiliation or proposed club activities may result in RUSU being unable to comply with the RUSU/RMIT Funding Deed or SSAF legislation.

#### 4.4.5 CLUB RESPONSIBILITIES

- 4.4.5.1 Each Club shall adopt a Constitution consistent with the provisions of the RUSU Clubs and Societies Model Constitution and approved by the Clubs and Societies Department (Staff Member) before being adopted by the Club at its' Inaugural General Meeting or updated at a pursuant Club Annual or Special General Meeting.
- 4.4.5.2 Each affiliated club shall elect a Club Executive to coordinate the day-to-day activities of the club for one (1) affiliation period under section 4.4.8 of these Regulations-
- 4.4.5.3. 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 birth, 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 grant purposes, compliance audits, and upon request.
- 4.4.5.4 Clubs shall act per the aims of the RMIT Student Union Constitution. No club may promote violence, militarism, and/or sexual, racial, or religious discrimination.
- 4.4.5.5 No club shall involve the name of the Student Union in any financial trading.
- 4.4.5.6 Clubs shall follow the requirements of sections 4.4.8 & 4.4.11 of these Regulations, in applying for and administering RUSU grants and the financial requirements around documenting and reporting grant outcomes and finances.
- 4.4.5.7 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.
- 4.4.5.8 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.
- 4.4.5.9 Each club shall maintain only one bank account for the club and that account shall be a dual signatory account at a bank as nominated by the RUSU Clubs Officer (Staff). At a minimum, the elected President and Treasurer shall be signatories to the club bank account with the President allocated "Chief Officer" authority over the account.
- 4.4.5.10 All funds of a Club must be used towards the achievement of the club's aims and objectives, be for the primary benefit of RMIT student-members of the club and all spending of a RUSU club must be formally approved by the Club Executive as per Section 4.4.8 of these Regulations before any funds being spent.
- 4.4.5.11 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.

- 4.4.5.12. 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 Management Committee meetings at which financial activity was approved.
- 4.4.5.13. Each RUSU affiliate club must present at least four (4) club activities/events per affiliation period following the following conditions:
- 4.4.5.13.1 All club activities/events must support the stated aims and objectives the club and be for the primary benefit of enrolled RMIT students.
  - 4.4.5.13.2 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. For example, where a Club is performing or presenting to a large group.
  - 4.4.5.13.3 No more than two (2) of the required four (4) minimum club events/activities per affiliation period may be held in conjunction with other RMIT Clubs, RMIT or RUSU Departments/operational areas, clubs from other Universities or other external organizations.
  - 4.4.5.13.4 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.
  - 4.4.5.13.5 Formal Meetings (such as Annual General Meetings and Committee Meetings) do not count towards the four (4) events, although post-AGM celebration events are allowable.
  - 4.4.5.13.6 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 according to clause 4.4.6.1 (b), the RUSU-appointed representative will be appropriate to that club membership.
- 4.4.5.14 Clubs must serve alcohol responsibly, following the RMIT Alcohol Procedures and ensuring all legislation and licensing requirements are adhered to.
- 4.4.5.15 Clubs must meet food safety requirements in line with government regulations.
- 4.4.5.16 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.
- 4.4.5.17 Clubs must meet apply for and meet club event risk management approval requirements to qualify for university insurance coverage and eligibility for RUSU Clubs funding for those events.
- 4.4.5.18 Clubs must meet club child safety requirements.
- 4.4.5.19 Clubs may only fundraise for external organisations or causes with written permission from the Clubs Department. The fundraising must be for charitable purposes aligned with the RUSU Club's objectives, and all raised funds must be deposited directly into the bank account or donation portal of an organization registered with the Australian Charities and Not for Profits Commission (ACNC) or the equivalent authority in the charity's base country.
- 4.4.5.20 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.
- 4.4.5.21 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.

- 4.4.5.22 Clubs must abide by the RUSU electoral Regulations regarding 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.

#### 4.4.6 CLUB MEMBERSHIP TYPES

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

- 4.4.6.1 **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 (according to these Regulations). The following exceptions apply:
- (a) For academic clubs as per Section 4.4.6.2. of these Regulations.
  - (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.
  - (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 4.4.8.14 and/or 4.4.8.15 of these Regulations.
- 4.4.6.2 **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 Club's Constitution.
- 4.4.6.2.1 Social members are NOT eligible to nominate or be elected to the Club Executive unless the positions are genuinely unable to be filled by Full Members.
  - 4.4.6.2.2 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.
- 4.4.6.3 **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, its requirements must be specified in the Club's Constitution.
- 4.4.6.3.1 RMIT Academic Staff or permanent RUSU employees may only be Associate Members of clubs. Enrolled RMIT students employed in student casual positions at RMIT or RUSU are permitted to be Full Members of Social Members of Clubs.
  - 4.4.6.3.2 Associate members are NOT eligible to nominate or be elected to the Club Executive.
  - 4.4.6.3.3 Associate members shall not be counted in the calculation of club grants nor be the beneficiaries of SUC grants.
- 4.4.6.4 **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.
- 4.4.6.4.1 Honorary Life Members shall have attendance rights at all meetings but no voting rights.
  - 4.4.5.6.2 Honorary Life members are NOT eligible to nominate or be elected to the Club Executive.
  - 4.4.5.6.3 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.

#### 4.4.7 CLUB MEMBERSHIP REQUIREMENTS

- 4.4.7.1 Enrolled students may join more than one club.
- 4.4.7.2 Club members can only be elected to the Club Executive of two (2) clubs.
- 4.4.7.3 RMIT Academic Staff or permanent RUSU employees may only be Associate Members of clubs pursuant to clause 4.4.6.3 or honorary membership pursuant to 4.4.6.4. Enrolled RMIT students employed in student casual positions at RMIT or RUSU may be Full Members or Social Members of Clubs.
- 4.4.7.4 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.
- 4.4.7.5 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 birth, date of annual membership, date joined, and membership fee paid (if any).
- 4.4.7.6 Applications for membership to a club shall close upon the opening of nominations for election to the Club Executive and be suspended until the Annual General Meeting or Special General Meeting is concluded and the Executive 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 Executive is called (through the Annual General Meeting or Special General Meeting as applicable).
- 4.4.7.7 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, vote in any elections or resolutions, or be counted in the quorum for the meeting.
- 4.4.7.8 Applications for membership to a club shall reopen after the club's Annual General Meeting and the Club Executive elections are concluded (through the AGM or SGM process) pursuant to clause 4.4.7.6.
- 4.4.7.9 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 following the Club's Constitution.
- 4.4.7.10 RMIT student members of clubs (Full Members or Social Members) must always be charged a lesser membership fee and activity participation fee (e.g., ticket price) than Associate Members and all others.
- 4.4.7.11 Currently enrolled RMIT students (Full Members or Social Members) must comprise at least 75% of the membership of any RUSU affiliate club.
- 4.4.7.12 All conditions for eligibility for the distinct 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 membership inquiries.

#### 4.4.8 CLUB MANAGEMENT

- 4.4.8.1 Each affiliated club shall have a Management Committee to coordinate the activities of the club for one (1) affiliation period. The Management Committee shall include:
  - 4.4.8.1.1 An elected Club Executive, comprised of a minimum of four (4) Full members and a maximum of seven (7) full members. The essential minimum roles of the Club Executive shall be President/Convener, Secretary, Treasurer, and one (1) other. 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.
  - 4.4.8.1.2 General Officer Bearers of the Committee. Clubs can choose to create and fill further specific roles on the Management Committee as required by their club.
- 4.4.8.2 The process to attain a position in the Executive 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



Management Committee structure upon agreement of the Clubs Department (through the written approval of the Clubs Officer (staff))

4.4.8.3 Where eligibility for election to a club Executive position is dependent upon candidates meeting some permitted additional eligibility criteria as per 4.4.6.10 (including 4.4.8.14 and/or 4.4.8.15), the club must keep adequate documentation to demonstrate which candidates are eligible. Such documentation will include membership records and minutes of formal club meetings at which elections or appointments for the Management Committee occur.

4.4.8.3 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.

#### Authority and Responsibilities of the Club Executive

4.4.8.4 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 these Regulations.

4.4.8.5 The Club Executive holds ultimate responsibility for the governance, finances, and day-to-day operations of the Club. This includes authority and accountability for:-

- Developing and coordinating the club's annual strategic direction to achieve its goals.
- Assigning tasks and defining roles and responsibilities for the Executive and other Committee members.
- Ensuring compliance with responsibilities outlined in sections 4.4.5 and 4.4.8.8.
- Managing constitutional matters.
- Overseeing club finances, including the bank account, event/activity budgets, sales, approval of expenditures and prompt payments of all club debts, noting the specific record keeping responsibilities of the Treasurer listed at 4.4.5.8.
- Entering and managing contracts on behalf of the club, including sponsorship agreements.
- Actively recruiting members.
- Deciding on events and activities that align with the club's goals and are manageable for the club, with the option for clubs to continue deciding these through an annual activity plan approved during a General Meeting or similar inclusive process.
- Supervising club event and activity planning and execution.
- Organising and facilitating the Club Annual General Meeting, other General Meetings, and Club Management Committee meetings as required.
- Ensuring compliant club elections, including appointing a Returning Officer.
- Managing formal reporting, including meeting minutes, membership, financial, and annual reports.
- Promptly addressing complaints and other issues that could potentially harm the club's operations and reputation.
- Managing club data, assets, and storage.
- Supervising club communication channels.
- Actively planning for ongoing succession of the club including recruiting potential future club leaders, preparing them to take over Executive roles and supporting the succeeding elected Executive to finalise the next re-affiliation process.

4.4.8.6 Where a Club has a Management Committee with broader membership than only an Executive (as specified in 4.4.8.1.2), the other Management Committee members may discuss the above matters, however only the Club Executive members may exercise a vote in decisions made in relation to those matters.

4.4.8.7 In all matters about, the matters listed at 4.4.8.5, a vote shall be carried by a simple majority of 50% of the Executive plus one (1).

#### Responsibilities of all Management Committee Members

4.4.8.8 All members of a Club Management Committee are responsible for ensuring that they act following 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 regarding 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.

4.4.8.9 Members of a Club Management Committee must, jointly or individually, 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.

## Management Committee Meetings

4.4.8.10 Every RUSU Club Management Committee 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).

4.4.8.11 Adequate Minutes of Club Management Committee meetings are required regardless of the format of the meeting.

### Election/Appointment to the Club Executive

4.4.8.12 Members of the Club Executive MUST be elected. The only exceptions shall be as specified in the Clubs Model Constitution, to address any vacancy part-way through an affiliation period). Non-executive members of the Management Committee may be elected or appointed according to the Club's Constitution.

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

- i) Only Full Members of the Club are eligible to be elected to (and remain on) the Club Executive
- ii) Students may only be elected to the Club Executive of two (2) RMIT student clubs.
- iii) The process of elections must be transparent and democratic.
- iv) All club members listed on the club's official membership list must be notified of the election and the nomination and voting process by official channels including, but not limited to, the club official central email. 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 and 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 or submitted through an electronic form managed by the appointed Returning Officer appointed by the Executive for the election at least two (2) weekdays before the date of the meeting at which the election is to be held.
- vi) Nominations for Club Executive elections "from the floor" at meetings are 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 4.4.7.6 of these Regulations).

4.4.8.14 Clubs may include additional requirements for membership of the Club Executive 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 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, Engineers Australia etc. These conditions are subject to the approval of the Clubs & Societies Department and must be following these Regulations.

4.4.8.15 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 Executive 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 concerning the conditions to the RUSU Clubs Department for adjudication.

The permitted additional conditions are as follows:

- 4.4.8.15.1 Continuous and immediate prior membership of the club for a period not exceeding 12 calendar months before nominations open and/or

4.4.8.15.2 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:

4.4.8.15.1 Be provided immediately before the opening of nominations or may have been contributed during an earlier period of the candidate's membership, and/or

4.4.8.15.2 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.

#### 4.4.9 CLUB DISCIPLINARY MEASURES (INCLUDING DIS-AFFILIATION)

4.4.9.1. RUSU may impose disciplinary measures upon a club including but not limited to required attendance by Club Executive or other Management Committee members to compulsory training and/or counselling, 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 affiliated club upon recommendation of the Clubs & Societies Department.

4.4.9.2. The grounds for imposing disciplinary measures upon a club including disaffiliation shall include; matters as per reasons for non-affiliation previously listed in 4.10.6, financial impropriety, wilful and/or serious misconduct as per the RUSU Clubs Code of Conduct, wilful and/or serious breaches of the club's own Constitution, wilful and/or serious breaches of these Regulations, University Regulations, Codes, Policy or Procedure and/or serious and/or wilful breaches of the Law.

4.4.9.3. Recommendations for disciplinary action may be made by; the Clubs Department, the Governance & Development Officer, or an official RUSU Complaints Officer. Such recommendations should specify the grounds for disciplinary action and the recommended action.

4.4.9.4 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.

4.4.9.5 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 according to clause 4.10.9.4

#### 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 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 according 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 the 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 otherwise 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 on time 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 was formally approved in line with the club's processes (e.g. through an Annual Activity Plan or by Executive approval) and 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 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.