

RUSU REGULATIONS_CLUBS & SOCIETIES SECTION_APPROVED BY SUC 22 SEPTEMBER 2026

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Section 4.4 AFFILIATED CLUBS & SOCIETIES

In accordance with sections 15.6 to 15.8 of the Constitution, RUSU 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 RUSU Management, following consultation with the Clubs and Societies Officer (elected Student Representative), relevant Clubs Officer (staff), RUSU President (and/or General Secretary) and Governance & Operations Manager.
 - 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.
 - 4.4.2.2.1.2 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.
 - 4.4.2.2.2 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.
 - 4.4.2.2.2.1 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 RUSU by a new Provisionally Affiliated club shall be made to the Clubs 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 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 thirty (30) Full Members which includes each member's full name, connection to RMIT (current RMIT student, RMIT alumni, RMIT staff member, student from another University 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's Inaugural General Meeting (IGM) signed by all incoming club's Executive Committees. The business of the IGM shall include:
- a) the approval by the membership (by formal vote) of the club Name, Aims and Objectives, membership fee, Constitution, affiliation to RUSU, and the establishment of a club bank account and allocation of signatories to it, including Chief Officer authority.
 - b) where the students who applied for provisional affiliation are eligible and want to assume Executive roles on the club's Executive Committee, 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 Completion of required Executive training and induction by all incoming Executives as required by the Clubs Department.
- 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 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's Annual General Meeting (AGM), the business of which shall include:
- a) Member approval (as evidenced by formal vote) of reports by the outgoing Executive 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
 - b) the election of the club's Executive Committee for the next affiliation period
 - c) 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 club 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 vote at the meeting, unless:
- a) Less than 12 months have elapsed since the club's last AGM.
 - b) An 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's Constitution. Any proposed change of this nature must be approved by a Clubs Officer (staff) before it may be approved at a club's Annual or Special General Meeting.
- 4.4.2.5 Any existing club failing to complete the Full Affiliation process before the end of the mid-semester break 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 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 the annual Club Grants Schedule approved by the SUC.
- 4.4.3.2 Access to practical resources such as RMIT room booking, printing, event planning advice and club promotions support.
- 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 Clubs Department coordinated University email and MS team with SharePoint.
- 4.4.3.6 Access to applicable RMIT insurance coverage under the University's Insurance policies provided the required risk management procedures are followed.
- 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 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 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 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, or compliance and risk management requirements.
- 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 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.
- 4.4.4.11 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.
- 4.4.4.12 Where a stated or implied aim of the club is to establish a political party.

- 4.4.4.13 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 and Operations Manager).
- 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's Executive Committee that are inconsistent with these Regulations, or which are deemed unreasonable by the 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 RUSU Clubs Model Constitution.
- 4.4.4.18 Where any member of the applicant group for Provisional Affiliation or a member of the club's Management Committee 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 Model Constitution and approved by the Clubs Department before being adopted by the club at its Inaugural General Meeting or updated at a pursuant club's Annual or Special General Meeting.
- 4.4.5.2 Each affiliated club shall elect or appoint an Executive Committee, as per 4.4.8.13, 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, email, 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 Department for grant purposes, compliance audits, and upon request.
- 4.4.5.4 Clubs shall act per the aims of the RUSU Constitution. No club may promote violence, militarism, and/or sexual, racial, or religious discrimination.
- 4.4.5.5 No club shall participate in, promote or advise on 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 Clubs Officer (staff). No credit or debit card may be linked to the account. At a minimum, the elected President, Secretary 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's Executive Committee as per Section 4.4.8 of these Regulations before any funds are spent.
- 4.4.5.11 Clubs must pay their debts to RUSU, University, or any outside body. RUSU 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 Clubs 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 bank statements, account summaries, club cheque book/s, cash book/s, deposit book/s, membership records, invoices, receipts, and the minutes of relevant Executive 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 organisations.
 - 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 Executive 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 Annual or Special General Meetings and Executive Committee 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 apply for and meet club event risk management approval requirements for all club events.
- 4.4.5.18 Clubs must meet club child safety requirements in line with RMIT's Child Safety Policy and any applicable laws or regulations, including the provision of Working With Children Checks for club Executive Committee members as required by RUSU.
- 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 club's objectives, and all raised funds must be deposited directly into the bank account or donation portal of an organisation 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 RUSU Affiliate logo on all club promotional material, at public events, and in all club publications.
- 4.4.5.21 If requested by the Clubs Department, an affiliated club shall participate in a full audit of the club's communications channels. This shall involve providing the Clubs 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's Executive Committee (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, the Executive Committee will consult with the Clubs Department to determine the appropriate course of action..
- (d) Where additional conditions for eligibility for election to a position on the club's Executive Committee are permitted as per 4.4.8.15 and/or 4.4.8.16 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 a position on the club's Executive Committee.

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.

4.4.6.2.3 Social Members have no voting rights on any club matters.

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 or Honorary Life Members of clubs. Enrolled RMIT students employed in student casual positions at RMIT or RUSU are permitted to be Full Members or Social Members of clubs, depending on the club's eligibility requirements.

4.4.6.3.2 Associate Members are NOT eligible to nominate or be elected to a position on the club's Executive Committee.

4.4.6.3.3 Associate Members shall not be counted in the calculation of club grants nor be the beneficiaries of SUC grants.

4.4.6.3.4 Associate Members have no voting rights on any club matters.

4.4.6.4 **Honorary Life Membership** - may be granted by a majority vote at a club's Annual or Special General Meeting.

4.4.6.4.1 Honorary Life Members have no voting rights on any club matters.

4.4.6.4.2 Honorary Life Members are NOT eligible to nominate or be elected to the club's Executive Committee.

4.4.6.4.3 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.

4.4.7 CLUB MEMBERSHIP REQUIREMENTS

4.4.7.1 Enrolled students may join more than one club.

- 4.4.7.2 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.
- 4.4.7.3 A RUSU club must have at least thirty (30) 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.
- 4.4.7.4 Annual club membership numbers must be determined by presentation of the club's official current membership list to the Clubs Department or retrieved through the RUSU Clubs & Societies online clubs registration process for that club if the Clubs Department has access to it. This shall include full name, email, RMIT student number (for Full Members & Social Members), RMIT staff number (for Associate Members who are RMIT staff), program or area of study they are enrolled in (for Full Members of Academic clubs with Academically restricted Full Membership), category of membership (Full, Social, Associate or Honorary Life Member), date of birth, date joined, and membership fee paid (if any). This data may be verified by the applicable Clubs Officer (staff).
- 4.4.7.5 Applications for membership to a club shall close upon the opening of nominations for election to the club's Executive Committee and be suspended until the Annual 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 Committee is called (through the Annual or Special General Meeting as applicable).
- 4.4.7.6 A club has the discretion to allow potential members to attend the Annual or Special General Meeting as observers. However, as they are not yet members, they cannot nominate for any position of the club's Executive Committee, vote in any elections or resolutions, or be counted in the quorum for the meeting.
- 4.4.7.7 Applications for membership to a club shall reopen after the club's Annual or Special General Meeting and the club's Executive Committee elections are concluded (through the Annual or Special General Meeting process) pursuant to clause 4.4.7.5.
- 4.4.7.8 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.
- 4.4.7.9 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.
- 4.4.7.10 Currently enrolled RMIT students (Full Members or Social Members) must comprise at least 75% of the membership of any RUSU affiliate club.
- 4.4.7.11 All conditions for eligibility for the distinct categories of membership of a club and the differentiation in membership 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 Executive Committee, comprised of a minimum of four (4) Full Members and a maximum of seven (7) Full Members. The essential minimum roles of the Executive Committee shall be President, Secretary, Treasurer, and one (1) other. If necessary, and with permission from the Clubs Officer (staff), clubs may have just the three (3) core roles on their Executive Committee, or expand the Executive Committee to include more positions than the standard maximum of seven (7).
 - 4.4.8.1.2 General Committee members. The Executive Committee can choose to create and fill further specific roles on the Management Committee as required by their club, these General Committee members will be considered non-Executive members of the Management Committee and will not be included in the Executive Committee.
- 4.4.8.2 The process to attain a position in the Executive Committee 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 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's Executive Committee position is dependent upon candidates meeting some permitted additional eligibility criteria as per 4.4.6.1 (including 4.4.8.15 and/or 4.4.8.16), 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.

Authority and Responsibilities of the Executive Committee

- 4.4.8.4 The essential responsibilities of a club's Executive Committee 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 Executive Committee holds ultimate responsibility for the governance, finances, and day-to-day operations of the club. This includes authority and accountability for:
- a) Developing and coordinating the club's annual strategic direction to achieve its goals.
 - b) Assigning tasks and defining roles and responsibilities for the Executive and other Committee members.
 - c) Ensuring compliance with responsibilities outlined in sections 4.4.5 and 4.4.8.8.
 - d) Managing constitutional matters.
 - e) 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.
 - f) Entering and managing contracts on behalf of the club, including sponsorship agreements.
 - g) Actively recruiting members.
 - h) Deciding on events and activities that align with the club's goals and are manageable for the club.
 - i) Supervising club event and activity planning and execution.
 - j) Organising and facilitating the club's Annual General Meeting, other General Meetings, and Executive Committee meetings as required.
 - k) Ensuring compliant club elections, including appointing a Returning Officer.
 - l) Managing formal reporting, including meeting minutes, membership, financial, and annual reports.
 - m) Promptly addressing complaints and other issues that could potentially harm the club's operations and reputation.
 - n) Managing club data, assets, and storage.
 - o) Supervising club communication channels.
 - p) 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 non-Executive Management Committee members may discuss the above matters, however only the Executive Committee members may exercise a vote in decisions made in relation to those matters.
- 4.4.8.7 In all matters relating to those listed at 4.4.8.5, a vote shall be carried by a simple majority of 50% of the Executive Committee members in attendance at a quorate Executive Meeting, rounded down to the nearest whole number, plus one (1).

Responsibilities of all Management Committee Members

- 4.4.8.8 All members of a club's 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's Management Committee must, jointly or individually, promptly seek advice and support from the RUSU 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.

Executive Committee Meetings

- 4.4.8.10 Every RUSU club's Executive Committee must meet at least six (6) times per affiliation period with at least one of these meetings being held in-person. These meetings must be quorate with at least half (50%), rounded down to the nearest whole number, plus one (1), of the Executive Committee in attendance.
- 4.4.8.11 Adequate Minutes of Executive Committee meetings are required regardless of the format of the meeting.
- 4.4.8.12 Before any expenditure approvals are made at Executive Committee meetings, a short review of the club's current financial situation must be presented, this should include:
- a) The club's most recent bank statement.
 - b) Any outstanding debts or payments due.
 - c) Any current financial commitments or contracts the club has signed or agreed to.

Election/Appointment to the Club's Executive Committee

- 4.4.8.13 Members of the club's Executive Committee MUST be elected. The only exceptions shall be to address any vacancy part-way through an affiliation period or by appointment for lapsed re-affiliating clubs, as outlined in 4.4.2.4.1.1. Non-Executive members of the Management Committee may be elected or appointed according to the club's Constitution.
- 4.4.8.14 The process of the election or appointment of members to the club's Executive Committee shall be specified in each club's Constitution and shall conform, at a minimum, to the responsibilities listed in the RUSU Clubs Model Constitution and these Regulations. The following minimum requirements apply to the election of club's Executive Committee members:
- a) Only Full Members of the club are eligible to be elected or appointed to (and remain on) the club's Executive Committee.
 - b) Students may only be elected or appointed to the Executive Committees of up to two (2) RMIT student clubs at any given time.
 - c) The process of elections must be transparent and democratic.
 - d) 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 Clubs Officer (staff) MUST be cc'd into all this and all election related correspondence sent to club members.
 - e) The Clubs Officer (staff) must be notified of all Executive Committee elections and provided with a copy of the current membership list of eligible voters at the time the election is called.
 - f) All nominations for election to a club's Executive Committee 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. Nominations may close up to forty-eight (48) hours before the meeting begins, as determined by the Executive.
 - g) Nominations for Executive Committee elections "from the floor" at meetings are not permitted unless no prior nominations are received.
 - h) 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 4.4.7.5 of these Regulations).
- 4.4.8.15 Clubs may include additional requirements for positions on the club's Executive Committee 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 Department and must be following these Regulations.
- 4.4.8.16 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 Executive Committee positions as listed below noting that:
- a) Clubs may apply 4.4.8.16.1 to specific elected roles or all elected roles, 4.4.8.16.2 may only be applied to the President role.
 - b) Clubs adopting any version of the permitted additional conditions must detail them in the club's Constitution and clearly articulate the conditions to members during election periods.

- c) 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 Clubs Department for adjudication.

The permitted additional conditions are as follows:

- 4.4.8.16.1 Continuous and immediate prior membership of the club for a period not exceeding 12 calendar months before nominations open.
- 4.4.8.16.2 Prior documented contribution to the club through membership of the club's Management Committee for a period not exceeding 12 months.

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, cancellation of specific events, the requirement to make a formal apology or undertaking, a written warning, loss of access to club grants funding, loss of access to the club bank account, loss of access to RUSU and/or University facilities, suspension of status as a RUSU club and/or temporary or permanent disaffiliation of any affiliated club upon recommendation of the Clubs 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 4.4.4, financial impropriety, breaches of 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 to RUSU Management. Such recommendations should specify the grounds for disciplinary action and the recommended action(s).
- 4.4.9.4 Recommendations for disciplinary action should be considered and determined by RUSU Management based on the recommendations of the Clubs Department and the advice of the RUSU Governance & Operations Manager. Where appropriate, RUSU Management may seek professional advice and/or refer the matter to applicable RMIT departments or external relevant bodies for investigation.
- 4.4.9.5 Disciplinary action must be proportionate to the conduct/misconduct.
- 4.4.9.6 Where disaffiliation is the recommended disciplinary action proposed, RUSU shall provide the club with a reasonable opportunity to 'show cause' to RUSU as to why the club should not be disaffiliated. Where the matter is subject to an RMIT or external investigation, RUSU can exercise discretion and elect not to proceed with a 'show cause' process and impose disciplinary action (including interim measures) as appropriate to the circumstances and based on the information available to RUSU at the time.
- 4.4.9.7 RUSU may take reasonable measures (including interim measures) to address matters that affect health and safety, security, compliance with RUSU's legal obligations or the RUSU/RMIT funding agreement, or where RUSU's failure to act will likely bring RUSU into disrepute.

4.4.10 GRANT CATEGORIES

- 4.4.10.1 The Clubs Department may, from time-to-time, modify the Annual Clubs Grant Schedule, as approved by the SUC, to best meet the needs of the Clubs and Societies at that time. Any change to the Clubs Grant Schedule regarding funding amounts or budget must receive approval from the SUC or SEC.

4.4.11 FUNDING POLICY AND PRINCIPLES

- 4.4.11.1 RUSU will ensure a balanced and equitable distribution of funds to Affiliate Clubs and Societies according to the Annual Club Grants Schedule approved by the SUC.
- 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 may not be available for clubs that fail to meet any financial audit or key compliance requirements as determined by the Clubs Department, or where there are concerns or investigations regarding financial misconduct by the club, or concerns regarding financial solvency.
 - 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 by the Annual Club Grants Schedule approved by the SUC.
- 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 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 at a quorate Executive Committee meeting, that formal approval of spending to which the grant is related was granted by the club's Executive Committee, that all relevant statutory requirements were met and that the activity to which the grant is related occurred.
 - 4.4.11.7.3 Clubs must be able to provide copies of original receipts for spending/costs to the Clubs Department for grant applications and acquittals 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.

4.4.12 CREATIVE CLUBS TRANSITION

- 4.4.12.1 From 2026 RUSU will be transitioning designated RMIT Creative Clubs from RMIT Student Life to RUSU Clubs. These clubs may have existing structures or core requirements that are not compatible with the RUSU Clubs Regulations as outlined in section 4.4 of the RUSU Regulations. Section 4.4.12 provides for specific transition arrangements to support these clubs.
- 4.4.12.2 RUSU has the authority to approve variations to the RUSU Club regulations (section 4.4) for the specific purpose of supporting the transition and/or continuing viability of the former RMIT Student Life Creative Clubs. This includes but is not limited to membership requirements and executive committee requirements.
- 4.4.12.3 The process for assessing and approving variations to these regulations under 4.4.12, shall be:
 - a) Assessment and written recommendation by the Clubs Officer staff member,
 - b) Endorsement (or variation) of the recommendation by the Student Communities Team Leader, and
 - c) Approval of the variations by the Governance & Operations Manager
- 4.4.12.4 The scope and duration of the variation(s) will be specified in the variation approval, to be reassessed annually following the process outlined in section 4.4.12.3.