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your club
logo here

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 members attending the meeting who are eligible to vote on club matters, rounded down to the nearest whole number, plus one extra eligible voting member, votes in favour of that Motion.
- 1.4. A General Meeting of the club refers to an Annual General Meeting or a Special General Meeting, 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

[SELECT ONE MEMBERSHIP OPTION AND DELETE OTHERS]

MEMBERSHIP OPTION 1: *Standard Membership Clause*

- 5.1. Except as per 5.5. **<update section numbering if required>**, Full Membership shall be open to all currently enrolled RMIT University students.
- 5.2. Annual Full Membership must number at least twenty (20) Members.
- 5.3. **OPTIONAL:** Except as per 5.5. **<update section numbering if required>**, 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's Management Committee.
 - 5.3.1. Associate Members shall not have voting rights on any club matters.
 - 5.3.2. For individuals seeking to become Associate Members, they must first be endorsed by an existing Full Member of the club before their membership is accepted.

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- 5.4. **OPTIONAL:** Life Membership is an honorary position, nominated and voted on at a General Meeting; Life Members shall not have voting rights on any club matters.
- 5.5. Where an individual seeking membership was previously expelled from the club or subject to disciplinary measures, the Executive Committee will consult with the Clubs Department to determine the appropriate course of action.
- 5.6. The club may set an annual membership fee to be determined only by motion and vote at an Annual or Special General Meeting at which the club is re-affiliating with RUSU and where the club's membership list is reset.
- 5.7. RMIT student members of the club shall always be charged a lower membership fee (if applicable) and activity participation cost (e.g. ticket price) than Associate Members and others.
- 5.8. Applications for membership to the club shall close upon the opening of nominations for any election for an Executive position in the Executive Committee at an Annual or Special General Meeting and shall be suspended until the election outcome is finalised and announced.
 - 5.8.1. 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.

MEMBERSHIP OPTION 2: *for academic clubs only if wanted or as directed by the RUSU Clubs Department.*

- 5.1. Except as per 5.6. **<update section numbering if required>**, 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. **OPTIONAL:** Except as per 5.6. **<update section numbering if required>**, Social Membership shall be open to all other currently enrolled RMIT students who shall not hold Executive positions on the club Management Committee.
 - 5.3.1 Social Members shall not have voting rights on any club matters.
- 5.4. **OPTIONAL:** Except as per 5.6. **<update section numbering if required>**, 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's Management Committee.
 - 5.4.1 Associate members shall not have voting rights on any club matters.
 - 5.4.2 For individuals seeking to become Associate Members, they must first be endorsed by an existing Full Member of the club before their membership is accepted.
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- 5.7. The club may set an annual membership fee to be determined only by motion and vote at an Annual or Special General Meeting at which the club is re-affiliating with RUSU and where the club's membership list is reset.
- 5.8. RMIT student members of the club shall always be charged a lower membership fee (if applicable) and activity participation cost (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 any election for an Executive position in the Executive Committee at an Annual or Special General Meeting 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.

MEMBERSHIP OPTION 3: *For clubs approved to restrict membership where such restrictions apply to promote substantive equality and 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 Management Committee is required to align their club's Constitution and processes with those of an external professional organisation (e.g. AIESEC, EWB, Engineers Australia etc.) 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 **<update section numbering if required>**, 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. **OPTIONAL:** Except as per 5.6. **<update section numbering if required>**, Social Membership shall be open to all other currently enrolled RMIT students who shall not hold Executive positions on the club Management Committee.
 - 5.3.1. Social Members shall not have voting rights on any club matters.
- 5.4. **OPTIONAL:** Except as per 5.6. **<update section numbering if required>**, 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's Management Committee.
 - 5.4.1 Associate members shall not have voting rights on any club matters.
 - 5.4.2 For individuals seeking to become Associate Members, they must first be endorsed by an existing Full Member of the club before their membership is accepted.

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- 5.5. **OPTIONAL:** Life Membership is an honorary position, nominated and voted on at a General Meeting; Life Members shall not have voting rights on any club matters.
- 5.6. Where an individual seeking membership was previously expelled from the club or subject to disciplinary measures, the Executive Committee will consult with the Clubs Department to determine the appropriate course of action.
- 5.7. The club may set an annual membership fee to be determined only by motion and vote at an Annual or Special General Meeting at which the club is re-affiliating with RUSU and where the club's membership list is reset.
- 5.8. RMIT student members of the club shall always be charged a lower membership fee (if applicable) and activity participation cost (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 any election for an Executive position in the Executive Committee at an Annual or Special General Meeting 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 Management

- 6.1. The club shall be governed by the Executive members of the club's Management Committee, who shall be referred to as the Executive Committee, noting that the Management Committee is always bound by decisions made at Annual or Special General Meetings and that Executive Committee decisions may be overturned by majority vote at these meetings as per 6.13 and 6.14 **<update section numbering if required>** of this Constitution.
- 6.2. Except with the Clubs Department approval, the Executive Committee shall consist of a minimum of four (4) and no more than seven (7) Executive members, of which three (3) must be the mandatory Executive positions of President, Secretary and Treasurer.
- 6.3. 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, as per 6.16, or for lapsed re-affiliating clubs as outlined in 4.4.2.4.1.1 in the RUSU Regulations.
 - 6.3.1. This election must be conducted annually as part of the club's re-affiliation with RUSU at the club's Annual General Meeting, or a Special General Meeting for lapsed re-affiliating clubs.
 - 6.3.2. All Executive Committee roles will be up for election, any current Executive Committee member who wishes to continue as an Executive in the following affiliation period must follow the election process.

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- 6.3.3. Only Full Members of the club are eligible to be elected or appointed to (and remain on) the club's Executive Committee, if an Executive Committee member's eligibility for Full Membership should lapse part-way through their term they must resign from their position.
- 6.3.4. An impartial Returning Officer will be appointed by the Executive Committee to conduct and manage the election process, if it deems it necessary the Clubs Department may instead appoint a suitable Returning Officer; this role will involve the following responsibilities:
- a) Receiving nominations and checking candidate eligibility.
 - b) Verify attendees voting rights at the Annual or Special General Meeting.
 - c) Conduct the election at the Annual or Special General Meeting and announce the results.
- 6.3.5. Elections will be conducted in accordance with the Clubs Department's requirements, as outlined in the RUSU Regulations and this Constitution, to ensure a fair and democratic election.
- 6.4. **OPTIONAL:** Except where the club's affiliation to RUSU is lapsed, as well as Full Membership, the following additional permitted eligibility criteria shall apply to Executive Committee positions as follows: *refer to Sections 4.4.8.15 and 4.4.8.16 of the RUSU Regulations for permitted additional conditions:*
- 6.4.1. Candidate must **<insert criteria>**
- 6.4.2. Candidate must **<insert criteria or delete – add extra if needed>**
- 6.5. **OPTIONAL:** Should no candidate meet all additional criteria as per 6.4, the criteria will be weighted in importance as per the order of criteria in 6.4. For example, should Candidate One (1) meets only criteria 6.4.1 and Candidate Two (2) criteria 6.4.2, only Candidate One (1) shall be considered eligible and so on.
- 6.6. **OPTIONAL:** Should no Full Member candidate meet any of the additional criteria as per 6.4, nominations shall be opened to any Full Member.
- 6.7. The Executive Committee may appoint club members to the Management Committee as General Committee members in a non-Executive capacity as deemed required.
- 6.8. The authority and responsibilities of the Executive Committee are detailed in Section 7 of this Constitution.
- 6.9. The responsibilities of all members of the Management Committee are detailed in Section 8 of this Constitution.
- 6.10. The Executive may develop and modify duty statements/descriptors for all Management Committee members so long as the responsibilities allocated remain consistent with the responsibilities outlined in this Constitution.
- 6.11. Only members of the Executive Committee shall have signatory control of the club's bank account as per Section 16 of this Constitution.

- 6.12. The Executive Committee shall meet, at a minimum, six (6) times per affiliation period.
- 6.13. The Management Committee is always bound by the decisions of any Special or Annual General Meetings.
- 6.14. Any Executive Committee decision may be overturned by vote at an Annual or Special General Meeting.
- 6.15. The creation of any new position on the Executive Committee must be approved at an Executive Committee meeting and communicated to the Clubs Department before an election is held at a Special or Annual General Meeting to fill the position. Any newly created Executive position will follow the same term as the current Executive Committee and will be up for election at the following Annual General Meeting.
- 6.16. In the event of a single casual vacancy within the Executive Committee, the remaining Executive Committee members may appoint an eligible Full Member of the club at an Executive Meeting to fulfill the position for the remainder of the term. The Clubs Department must be notified of any changes to the Executive Committee structure or its members as soon as practicable.
- 6.17. In event of two or more concurrent resignations from the Executive Committee, it is the responsibility of the remaining Executive Committee members to notify the Clubs Department, 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 Executive Committee must be promptly reported to the Clubs Department.

7. Authority and Responsibilities of the Executive

- 7.1. Noting that any Executive Committee decision must be consistent with those made at any Annual or Special General Meetings and may be overturned by vote at a such meetings (as per Sections 6.13 and 6.14 **<update section numbering if required>** of this Constitution), the Executive Committee holds ultimate responsibility for the governance, finances, and day-to-day operations of the club. This includes authority and accountability for:
 - 7.1.1. Developing and coordinating the club's annual strategic direction to achieve its goals.
 - 7.1.2. Assigning tasks and defining roles and responsibilities for all Management Committee members.
 - 7.1.3. Ensuring compliance with the club responsibilities listed in the RUSU Regulations.
 - 7.1.4. Managing constitutional matters.
 - 7.1.5. Overseeing club finances, including the bank account, event/activity budgets, sales, approval of expenditures and prompt payments of all club debts, noting the specific responsibilities listed in Section 16 of this Constitution.

- 7.1.6. Entering and managing contracts on behalf of the club, including sponsorship agreements.
- 7.1.7. Actively recruiting members.
- 7.1.8. Deciding on events and activities that align with the club's goals and are manageable for the club.
- 7.1.9. Supervising club event and activity planning and execution.
- 7.1.10. Organising and facilitating the club's Annual General Meeting, any other Special General Meetings, and Executive Committee meetings as required.
- 7.1.11. Ensuring compliant club elections, including appointing a Returning Officer.
- 7.1.12. Managing formal reporting, including meeting minutes, membership, financial, and annual reports.
- 7.1.13. Presentation of membership, meeting, financial or other records to the Clubs Department upon request.
- 7.1.14. Promptly addressing complaints and other issues that could potentially harm the club's operations and reputation.
- 7.1.15. Managing club data, assets, and storage.
- 7.1.16. Supervising club communication channels.
- 7.1.17. 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 Committee to finalise the next re-affiliation process.
- 7.2. Where the club has a Management Committee with broader membership than only an Executive Committee, the other 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.
- 7.3. In all matters related to those listed at 7.1 a vote shall be carried by a simple majority, as defined in 1.3, of the Executive Committee members at an Executive Committee Meeting).

8. Responsibilities of all Members of the Management Committee

- 8.1. All members of the Management Committee are responsible for promoting the club's aims and activities and 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.
- 8.2. Members of the Management Committee must, jointly or individually, promptly seek 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.

9. Annual General Meeting (AGM)

- 9.1. The club shall hold one Annual General Meeting every affiliation year, which must be held during the RMIT academic period, unless the club receives permission from the Clubs Department to hold it outside of the academic period due to special circumstances.
- 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 the Clubs Department.
 - 9.2.3. The presentation of the club's annual affiliation period financial report meeting at least the requirements of the template provided by the Clubs Department.
 - 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 Executive Committee members.
 - 9.2.6. Approval of the signatories to the club bank account from amongst the elected club Executive Committee as per Section 16.6.
 - 9.2.7. A vote to set the annual membership fee, which may be free, for the following affiliation period.
 - 9.2.8. Other business and other motions as moved.

10. Other meetings

- 10.1. The Executive Committee shall hold at least six (6) quorate Executive Meetings per affiliation period.
- 10.2. If ten (10) Full Members should petition the Executive Committee for a Special General Meeting, such a meeting must be held within fifteen academic days, at a date set by the Executive.
 - 10.2.1. If the club's total membership is equal to thirty (30) or less members, the required number of Full Members for this petition shall be reduced to seven (7).
- 10.3. The preference will be to hold physical General Meetings on or near the RMIT campus the majority of Full Members attend.
 - 10.3.1. 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 Executive 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 or Special General Meeting, quorum shall be a minimum of ten (10) Full Members or, if the club's total membership at the time of the meeting announcement is equal to or less than thirty (30) members, quorum shall be a minimum of seven (7) Full Members.
- 11.3. At an Executive Committee Meeting, quorum shall be $\frac{1}{2}$ the total Executive Committee members, rounded down to the nearest whole number, plus one (1).

12. Notice of Meetings

- 12.1. The Management Committee shall give at least fourteen (14) days' notice for Annual and Special General Meetings.
 - 12.1.1. Such notice must, as a minimum, be email notification to all club members at the time of the announcement using the club's official email.

13. Voting

- 13.1. Voting at club General Meetings shall be democratic, with a simple majority, as defined in 1.3,) of eligible Full Members attending a quorate meeting (as per Section 11) required for the passage of a Motion.
- 13.2. Voting at Executive Committee meetings shall be democratic, with a simple majority of the Executive Committee members attending a quorate meeting (as per Section 11) required for the passage of a Motion.
- 13.3. All tied motions are lost.
- 13.4. Members must attend the meeting to participate in a vote on any matter including in elections.
- 13.5. Proxy voting is not permitted.
- 13.6. Constitutional changes require a simple majority of Full Members attending a quorate (as per Section 11) Annual or Special General Meeting and take effect from the end of the meeting.
- 13.7. Constitutional motions must be presented in writing to the Executive Committee at least ten academic days before the meeting and notice of these shall be given to the membership.
- 13.8. Proposed Constitutional changes must be approved by the Clubs Department before they are presented to the Executive Committee and/or general membership to ensure the changes are consistent with this Constitution and RUSU Clubs Regulations.

14. Dismissal from Club Executive and/or Management Committee

Scope

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- 14.1. This process applies to the removal of a member of the Executive Committee and/or member of the Management Committee.
- 14.2. Where this procedure is invoked or proposed to be invoked, the club should first seek the advice of the Clubs Department.
- 14.3. Action under this section may be taken on any of the following grounds:
 - a) Failure to meet reasonable participation requirements, including attendance at Management Committee meetings, completion of agreed duties/ responsibilities of the role.
 - b) Failure to comply with responsibilities under Sections 7 (Executive) and 8 (Management Committee) of this Constitution.
 - c) Serious or repeated misconduct in breach of the RUSU Clubs Code of Conduct, RUSU Regulations, or RMIT University Policy.
 - d) Serious or repeated breaches of documented club conduct rules (including but not limited to event participation rules, safe space agreements, conditions of use for social media platforms/online communication).
 - e) Conduct that endangers the safety of any person at a club event or activity.
 - f) Financial impropriety, including misuse of club funds or assets.
 - g) Wilful or serious breach of this Constitution.
 - h) Breach of any applicable State, Federal, or Local Government law in connection with club activities or operations.
- 14.4. Where this procedure is invoked due to allegations or investigations of misconduct of a sensitive nature (including but not limited to; gender based violence, bullying, harassment, discrimination, violence, fraud, theft), or where they potentially involve RMIT University investigations, external or police investigations, the club must seek advice from RUSU about how best to proceed. The Clubs Department (with advice from the Governance & Operations Manager and/or the Student Communities Team Leader) may approve variations to the process under this section. Such variations should support compliance with the National Higher Education Code to Prevent and Respond to Gender Based Violence, and applicable health and safety requirements. This discretion to approve variations to the section 14 expulsion process includes the ability for RUSU to determine that the Special General Meeting procedure under section 14.6 should not be applied and should be substituted with a process that is more appropriate to the circumstances.
- 14.5. Where clause 14.4 is invoked RUSU shall also advise the club on options for appropriate support services and other reporting options available to them.

Executive Member

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- 14.6. The process for dismissing an Executive member of the Management Committee can begin with a motion of the Executive (requires a mover and seconder), or a petition bearing the names of at least ten (10) Full Members of the club.
 - 14.6.1. If the club's total membership is equal to thirty (30) or less members, the required number of Full Members for this petition shall be reduced to seven (7).
- 14.7. A Special General Meeting will be held at which a motion shall be put to the meeting to dismiss the Executive member, provided that at least ten academic days' written notice has been given to the membership and to the Executive member subject to the dismissal motion.
- 14.8. The Executive Committee member subject to the dismissal motion will be given reasonable opportunity to speak to the dismissal motion, either directly, through a written statement or through a nominated proxy.
 - 14.8.1. The Executive Committee member subject to dismissal may bring an appropriate support person to the meeting if they wish to do so.
- 14.9. The motion shall be put to the meeting. The motion requires a two thirds majority of attending club members who are eligible to vote on club matters, rounded to the nearest whole number, to be approved.
- 14.10. If the motion is approved, that Executive position will become vacant effective immediately. Following this the club may follow the process outlined in 6.16 to appoint a replacement to the vacant position as soon as practicable.

Non-Executive Member of the Management Committee

- 14.11. The process for dismissing a non-Executive member of the Management Committee shall be by a motion and vote of the Executive Committee.
- 14.12. Where the Executive Committee proposes to seek the dismissal of a non-Executive member of the Management Committee, they shall provide reasonable advance notice of the meeting and motion to the Management Committee member they are seeking to dismiss.
- 14.13. The Management Committee member subject to the dismissal motion will be given reasonable opportunity to speak to the dismissal motion. This may be directly, through a written statement or through a nominated proxy, as appropriate to the situation.
- 14.14. The motion shall be put to the meeting. The motion requires the approval of two thirds, rounded to the nearest whole number, of attending Executive Committee members.
- 14.15. If the motion is approved, the Management Committee member will be removed from their position effective immediately.
- 14.16. No person may be subject to action under section 14 on the grounds of race, age, sex, religion, sexual orientation, gender identity, disability, or political views.

- 14.17. Nothing in clause 14 prevents the club from taking appropriate interim measures (e.g. suspension / removal of access to bank accounts, limitations on attendance at events / meetings / club spaces), to address immediate concerns relating to health and safety and matters of compliance with the law. Time permitting, the club must seek advice from the Clubs Department prior to implementing any interim measures.
- 14.18. Any action taken under this section must be immediately reported to the Clubs Department.
- 14.19. Appeals against outcomes under this section shall be directed to the Clubs Department. Appeals must:
- a) be submitted within 7 days of the decision being made and communicated,
 - b) be in writing and specify the material grounds of the appeal.
- 14.20. Section 14 may be run concurrently with Section 15 where specific advice has been obtained from the Clubs Department.

15. Disciplinary Procedure

Scope

- 15.1. This section establishes the process by which the club may address conduct issues affecting club members, Executive Committee members, General Committee members, and non-members involved in club activities (noting that section 14 deals specifically with Executive and Committee member expulsion).
- 15.2. The scope of this procedure is limited to a person's membership, engagement, and participation in the club and its activities. Outcomes under this section do not constitute, and are not a substitute for, any action that may be taken by RMIT University, RUSU, law enforcement, or any other relevant authority. Where conduct may warrant action beyond the club's remit, the Clubs Department will assist to facilitate referral to the appropriate body.
- 15.3. Action under this section may be taken on any of the following grounds:
- a) Incidents of gender based violence, harassment, discrimination, racism, threatening behaviour, intimidation, bullying (including cyber bullying) or other forms of inappropriate conduct.
 - b) Serious or repeated misconduct in breach of the RUSU Clubs Code of Conduct, RUSU Regulations, or RMIT University Policy.
 - c) Serious or repeated breaches of documented Club Conduct rules (including but not limited to event participation rules, safe space agreements, conditions of use for social media platforms/online communication).
 - d) Conduct that endangers the safety of any person at a club event or activity.
 - e) Financial impropriety, including misuse of club funds or assets.

- f) Misleading/fraudulent conduct.
 - g) Wilful or serious breach of this Constitution.
 - h) Breach of any applicable State, Federal, or Local Government law in connection with club activities or operations.
- 15.4. No person may be subject to action under this section on grounds of race, age, sex, religion, sexual orientation, gender identity, disability, or political views.
- 15.5. Nothing in Section 15 prevents the club from taking appropriate interim measures to address immediate concerns relating to health and safety and matters of compliance with the law (for example: blocking/suspension of access to social media platforms/club communications, removal of access to bank accounts or club assets/equipment, interim bans or limitations on attendance at events/meetings/club spaces, refunding event tickets and denying entry).
 - 15.5.1. Time permitting, the club must seek advice from the Clubs Department prior to implementing any interim measures and must notify the Clubs Department of actions taken as soon as practicable.

Discipline Procedure

- 15.6. The club must seek the assistance of the Clubs Department prior to taking action under this section, particularly where the conduct is serious and/or the potential consequence is significant. All disciplinary outcomes require mandatory reporting to the Clubs Department.
- 15.7. When a concern is raised that falls within the types of conduct/behaviours described in 15.3, the President or relevant Executive Committee member(s) must notify the Clubs Department. The Clubs Department will work with the club to assess the nature of the matter, based on the information and evidence available. The assessment should consider the seriousness of the alleged conduct, if this is a repeat incident, whether there is an immediate or ongoing safety risk, whether the matter is suitable for informal resolution, the sensitivity of the circumstances, and the wishes of any person who has been harmed (if applicable).
- 15.8. Consideration will also be given to the person's membership and/or RMIT student status, including if they are a full member, social member, associate member, RMIT student, RMIT staff member or general member of the public. Noting that RMIT policies and procedures and codes of conduct apply to RMIT students and staff.
- 15.9. The Clubs Department will provide advice and guidance to the club regarding the options available to them and the types of actions that might be applicable and proportionate to the circumstances.

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15.10. Actions taken under section 15 must be reasonable and proportionate to the conduct/misconduct. Expulsion from the club (particularly of full voting members) is a serious outcome and should be treated accordingly.

15.11. The types of actions that may be taken by the club include (but are not limited to):

- (a) Direct communication outlining concerns and expectations/ reinforcing Club, event or safe space rules/agreement. This may include a verbal warning.
- (b) A formal written warning, which is recorded and reported to the Clubs Department.
- (c) An apology. This may include a documented undertaking regarding future behaviour.
- (d) Being blocked/removed/suspended from some or all club social media platforms/club communication.
- (e) Counselling (referred to RMIT Safer Communities or RMIT Counselling).
- (f) Modified access to club events (e.g. attendance at meetings limited to online attendance).
- (g) Event ticket declined and refunded.
- (h) An event ban of defined duration or permanent effect. This may be a blanket ban or a ban on specific types of club events (e.g. a ban on attendance at events involving alcohol)
- (i) Removal of access to bank accounts or club assets/equipment
- (j) Interim membership/executive member suspension
- (k) Expulsion from the club, voiding the person's membership and all benefits that come with it.
- (l) Referral to RMIT Safer Community or RMIT Complaints
- (m) Referral to police or external bodies/authorities
- (n) A combination of the above.

Dismissal from the Executive Committee or from a General Committee position, in accordance with section 14 of this Constitution is also a possible discipline related outcome, with replacement procedures as outlined in this Constitution followed as soon as practicable.

16. Finance & Other Assets

16.1. A record of non-monetary club assets (such as equipment, promotional items) shall be maintained by the club and overseen by the Treasurer.

- 16.1.1. The club shall be solely responsible for storage of such assets.
- 16.2. The club's 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.
- 16.3. The club shall maintain financial records for a period of five (5) years and may request that the Clubs Department store these records.
- 16.4. All club funds shall be lodged in a dual signatory bank account nominated by the Clubs Department.
 - 16.4.1. Clubs must have only one active bank account at any given time, any changes to this account require notification and consultation with the Clubs Department.
 - 16.4.2. No credit or debit card may be linked to the club's bank account.
- 16.5. The club's President shall be the Chief Officer of the club's bank account and ensure that this authority is successfully transferred to the next President.
- 16.6. The club's President, Secretary and Treasurer shall be signatories to the club's bank account and ensure that this authority is successfully transferred to their successors.
 - 16.6.1. Should the club wish to add additional Executive Committee members as signatories to the club's bank account, this shall be voted upon at a Special or Annual General Meeting, or an Executive Meeting.
- 16.7. The club authorises the Clubs Department to have access to a standard range of information about the club's bank account as required by the Clubs Department.
- 16.8. Club funds and assets shall only be used for the purpose of achieving the club's stated aims for the primary benefit of RMIT student members of the club in accordance with the clubs' approved events and activities and relevant RUSU Regulations and Policy.
- 16.9. Where the club wishes to fundraise for external organisations or causes, it shall only do so for charitable purposes aligned with the club's aims and objectives and in accordance with RUSU's Regulations and the Clubs Department's written approval.
- 16.10. The club shall bear all responsibility for identifying and meeting the club's taxation liabilities.

17. Dissolution Clause

- 17.1. 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.
- 17.2. The club shall be deemed dissolved if:
 - 17.2.1. The club formally dissolves by majority vote at a quorate Annual or Special General Meeting and provides the Clubs Department with a copy of the minutes of that Meeting or;

- 17.2.2. With permission from the Clubs Department, the club formally dissolves by simple majority vote at a quorate Executive Meeting and provides the Clubs Department with a copy of the minutes of that meeting or;
- 17.2.3. The club fails to re-affiliate with RUSU for two (2) or more consecutive affiliation periods (2 years).

18. Responsibility/Disclaimer

- 18.1. RUSU accepts no responsibility for actions or decisions taken by a club or its Management Committee; the Executive Committee shall be deemed responsible for all decisions made for or on behalf of the club.
- 18.2. RUSU accepts no responsibility for any financial debts or other liabilities incurred by the club.