

Newcastle University Students' Association Incorporated

CLUBS & SOCIETIES RULES AND REGULATIONS

CONTENTS

The contents of these Clubs and Societies Rules and Regulations are:

SECTION 1 – DEFINITIONS

SECTION 2 – ADMINISTRATIVE DELEGATIONS

SECTION 3 – AFFILIATION

3.1 Affiliation Generally

3.2 Provisional Affiliation

3.3 Full Affiliation

3.4 Suspended Affiliation

3.5 Reaffiliation

SECTION 4 – DISAFFILIATION

SECTION 5 – CLUB STRUCTURE

5.1 Executive

5.2 Membership

SECTION 6 – FINANCIAL SUPPORT

SECTION 7 – AUDIT

SECTION 8 – NON-FINANCIAL SUPPORT

8.1 Printing

8.2 NUSA Building

8.3 Other Resource

SECTION 9 – DISPUTES

SECTION 10 – MISCELLANEOUS

SECTION 1 – DEFINITIONS

- (a) **Affiliation** means the general support arrangement between the Club or Society and NUSA
- (b) **Club** means an affiliated Club or Society for the purposes of these regulations, unless otherwise specified.
- (c) **Clubs and Societies Officer** means the student elected to the role of Clubs and Societies Officer in accordance with the NUSA Constitution
- (d) **Disaffiliation** means the termination of affiliation of a Club by NUSA Inc.
- (e) **Club Executive** means the elected representatives of the Club, including the President, Vice President, Secretary, Treasurer and any other roles provided by the Club's Constitution
- (f) **Grant** means the form of financial assistance provided by NUSA Inc. to a Club that does not require repayment.
- (g) **Loan** means the form of financial assistance provided by NUSA Inc. to a that does require repayment.
- (h) **SSAF** shall refer to the Student Services and Amenities Fee, as prescribed in the *Higher Education Legislation Amendment (Student Services and Amenities) Act 2011 (Cth)*.
- (i) **'Student'** means a person currently enrolled in any course or program at the University.
- (j) **The University'** or **'UON'** shall mean the University of Newcastle, Australia.

SECTION 2 – ADMINISTRATIVE DELEGATIONS

2.1 The NUSA Staff shall handle all administrative and other tasks that pertain to the operation of Clubs and Societies.

2.2 The NUSA staff shall be authorised to approve grants up to \$200, commence affiliation, disaffiliation, or probation proceedings, and use any other power authorised in these regulations or by the NUSA Executive.

SECTION 3 – AFFILIATION

3.1 Affiliation Generally

Affiliation of a Club shall be either:

- (a) Provisional Affiliation;
- (b) Full Affiliation; or
- (c) Suspended Affiliation.

A Club's Executive shall be informed of any change to their affiliation status via email within seven (7) days of such a change.

3.2 Provisional Affiliation

- 3.2.1 Provisional Affiliation of a club may be granted by NUSA Staff if the following the Club has submitted a Letter of Intent to NUSA Staff, including:

- 3.2.1.1 the Club's name;
- 3.2.1.2 the Club 's aims or objectives;
- 3.2.1.3 The names, student numbers and signatures of ten (10) students on a form that states the intent to affiliate the Club with NUSA and
- 3.2.1.4 contact details of name, student number, telephone number and email address for two (2) students representing the Club;
- 3.2.2 a representative of the Club has met with NUSA Staff to receive information on affiliation and funding from NUSA; and
- 3.2.3 the NUSA Staff have advised the NUSA Executive of any other organisations already affiliated with NUSA that have similar aims or objectives, similar membership, or wishes to undertake activities which are already accommodated by any existing Clubs or Societies, NUSA, or by any of their Collectives, Committees or Sub-committees.
- 3.2.4 Provisional affiliation may be rejected if NUSA Staff are of the opinion that other groups, including student clubs, societies and collectives, have similar aims, objectives, memberships, or wish to undertake activities that are already accommodated for. Provisional affiliation may also be denied on the basis of past misconduct by a Club.
- 3.2.5 Should NUSA Staff decline reject provisional affiliation, the Club may appeal to the NUSA Executive within seven (7) days, with the matter to be considered at the next practical NUSA Executive meeting.
- 3.2.6 Within twenty-one (21) days of being granted provisional affiliation, the Club may apply to NUSA for full affiliation. If no application for full affiliation is received by NUSA in this period, provisional affiliation will lapse.
- 3.2.7 Provisionally affiliated Clubs or Societies shall not be eligible for financial support. Clubs or Societies may be eligible for reimbursement for expenses incurred during provisional affiliation following full affiliation.

3.3 Full Affiliation

- 3.3.1 Full affiliation may only be granted to a club following the approval of a clubs application by the NUSA Council.
- 3.3.2 In order for a provisionally affiliated club to apply for Full Affiliation, that Club must provide the following documents to NUSA:
 - 3.3.2.1 a complete list of all members of the Club detailing the full name, student number, email and signature of each club member. The list of members shall contain no less than twenty (20) enrolled students.
 - 3.3.2.2 the constitution of that Club, ensuring it complies with the Constitutional Requirement outlined in Section 8.1;

3.3.2.3 minutes of an Inaugural General Meeting (IGM) conducted whilst Provisionally Affiliated, showing:

3.3.2.3.1 the attendance of that IGM, detailing each member's

3.3.2.3.2 name;

3.3.2.3.3 student number; and

3.3.2.3.4 signature;

3.3.2.3.5 the Constitution of the Club was accepted by a majority vote;

3.3.2.3.6 the results of the elections for the Club Executive elected by and from members present at the IGM;

3.3.2.3.7 that members of the Club have been informed that NUSA Inc. will keep records of all members of that Club; and

3.3.2.3.8 a decision was made at the meeting to affiliate with NUSA Inc.;

3.3.2.4 the list of the Executive Committee, detailing each members'

3.3.2.5 name;

3.3.2.6 position;

3.3.2.7 email; and

3.3.2.8 phone number

3.3.2.9 a record of Club membership fees collected. Each member of the Club must pay a minimum membership fee of \$1 per year.

3.3.2.10 details of the Club's bank account which must be with a financial institution based on campus at the University.

3.3.2.11 Contact details for the Club that may be made public for potential members.

3.3.3 The period of affiliation will begin from the date that the affiliation is approved by the NUSA Council and, provided the Club is not disaffiliated or dissolved, will expire on 31 October the following year.

3.3.4 If a Clubs affiliation expires, it will be granted Provisional Affiliation status for a period of 21 days. If no application for reaffiliation is received by NUSA in this period, provisional affiliation will lapse and the Club will be deemed dissolved.

3.3.5 Fully affiliated Clubs and Societies shall be eligible for financial support as defined in these Rules and Regulations, subject to funding and administrative arrangements determined by the UON.

3.3.6 Student members of a Fully Affiliated Club will be granted complementary NUSA membership if they are eligible there is no charge for NUSA Membership at the time of them joining the Club.

3.4 Suspended Affiliation

- 3.4.1 Should it come to the attention of any member of that a Club is engaging in activity that may breach the Clubs financial compliance obligations including use of SSAF funds, the Club may be immediately placed on suspended affiliation by NUSA Staff.
- 3.4.2 The decision to place a Club on suspended affiliation will be reported to the NUSA Executive. This decision must be reviewed and endorsed at the next NUSA Executive practical following the decision by NUSA Staff. The Club will be given an opportunity to provide a response to any allegations.
- 3.4.3 During the period of suspended affiliation, the Club Executive must work with NUSA to ensure Clubs activities do not cause it to breach any of its obligations with regards to SSAF and financial compliance.
- 3.4.4 During the period of suspended affiliation, Clubs will not eligible for financial assistance, except for initiatives that have been approved prior to the Club being placed on suspended affiliation.
- 3.4.5 The period of suspended affiliation should not exceed three (3) months. If NUSA Staff are not satisfied that the Club will be compliant after this time, the matter must be directed to the NUSA Council, with a view that the Club be returned to full affiliation status, or disaffiliated in accordance with the provisions of these regulations.
- 3.4.6 A Club must be returned to full affiliation as soon as the NUSA Staff are satisfied that the Club is no longer at risk of breaching SSAF or financial obligations.

3.5 Reaffiliation

- 3.5.1 In order to remain fully affiliated with NUSA, a Club must provide the following documents to NUSA by 31 October each year:
 - 3.5.1.1 a complete list of all members of the Club detailing the full name, student number, email and signature of each club member. The list of members shall contain no less than twenty (20) enrolled students.
 - 3.5.1.2 the constitution of that Club, ensuring it complies with the Constitutional Requirement outlined in Section 10.1;
 - 3.5.1.3 minutes of that years Annual General Meeting (AGM) conducted in the months of September or October, showing:
 - 3.5.1.3.1 the attendance of that AGM, detailing each member's
 - 3.5.1.3.1.1 name;
 - 3.5.1.3.1.2 student number; and
 - 3.5.1.3.1.3 signature;
 - 3.5.1.3.2 Any amendments to the Constitution of the Club were accepted by a majority vote (if applicable);
 - 3.5.1.3.3 the results of the elections for the Club Executive elected by members present at the AGM;
 - 3.5.1.3.4 a decision was made at the meeting to reaffiliate with NUSA;

- 3.5.2 the list of the Executive Committee, detailing each members'
 - 3.5.2.1 name;
 - 3.5.2.2 position;
 - 3.5.2.3 email; and
 - 3.5.2.4 phone number
- 3.5.3 a record of Club membership fees collected. Each member of the Club must pay a minimum membership fee of \$1 per year.
- 3.5.4 details of the Club's bank account which must be with a financial institution based on campus at the University.
- 3.5.5 Contact details for the Club that may be made public for potential members.
- 3.5.6 financial statements for the previous calendar year, including (where possible):
 - 3.5.6.1 Cash books
 - 3.5.6.2 Annual bank statements
 - 3.5.6.3 Cheque books/transaction records
 - 3.5.6.4 Receipts
 - 3.5.6.5 Invoices.
- 3.5.7 Once the club has submitted all required documentation NUSA Staff may approve the reaffiliation of the club. Provided the Club is not disaffiliated or dissolved, the clubs affiliation expire on 31 October the following year.

SECTION 4 – DISAFFILIATION

A Club may be disaffiliated if:

- 4.1 The NUSA Council resolves by a simple majority to disaffiliate the club provided:
 - 4.1.1 Notice of not less than seven (7) days is provided to the Club Executive prior to the meeting at which NUSAC will discuss disaffiliation;
 - 4.1.2 That the Club has been found by the NUSA Executive to have conducted itself in a manner not becoming of an affiliated Club, including but not limited to:
 - 4.1.2.1 Failing to carry out its stated aims and objectives for a period of more than twelve (12) months;
 - 4.1.2.2 A majority of the executive of the Club not being UON students;
 - 4.1.2.3 Engaging in fraudulent behaviours;
 - 4.1.2.4 Interfering with NUSA administrative processes;
 - 4.1.2.5 Actively discouraged students from joining;
 - 4.1.2.6 Deliberately misrepresenting the activities or membership of the Club;
 - 4.1.2.7 Deliberately failing to follow any of the rules contained within this document, or any other relevant NUSA policy (eg: NUSA Code of Conduct);
 - 4.1.2.8 Persistently failing to provide information pertinent to the NUSA administration of Clubs and Societies;
 - 4.1.2.9 Conduct that breaches Australian law;
 - 4.1.2.10 Conduct that threatens the operation and/or reputation of NUSA, including the misuse of SSAF funding.
- 4.2 the NUSA Council receives a written report from two (2) Club Executive members advising that the Club is dissolved, inactive, can no longer comply with these regulations, or desires to disaffiliate for any other reason. The report should be accompanied copy of minutes for any meeting at which disaffiliation/dissolution was discussed.

4.3 The club is deemed dissolved in accordance with the provisions of these Rules and Regulations.

SECTION 5 – CLUB STRUCTURE

5.1 Executive

- 5.1.1 The Club Executive shall comprise of not less than four (4) elected office bearers.
- 5.1.2 The majority of the Club Executive must be enrolled students.
- 5.1.3 Executive positions must include, by any name:
 - 5.1.3.1 President
 - 5.1.3.2 Vice President
 - 5.1.3.3 Treasurer
 - 5.1.3.4 Secretary.
- 5.1.4 The Club Executive shall be responsible and accountable for the management of the club including:
 - 5.1.4.1 Finances;
 - 5.1.4.2 Events;
 - 5.1.4.3 Management of the Clubs and its members;
 - 5.1.4.4 Representations of the Club;
 - 5.1.4.5 Entering contracts and other arrangements on behalf of the club.
- 5.1.5 The Club Executive must inform NUSA within seven (7) days of any changes to the executive.

5.2 Membership

- 5.2.1 Club membership may include students at UON, alumni, staff, and non-students.
- 5.2.2 The majority of members must be enrolled students at UON.
- 5.2.3 Members shall be required to pay an annual fee, set by the Club Executive, of not less than \$1.00 and no more than \$50.00.
- 5.2.4 Student members of a Fully Affiliated Club will be granted complementary NUSA membership if they are eligible and there is no charge for NUSA Membership at the time of them joining the Club.

SECTION 6 – FINANCIAL SUPPORT

- 6.1 Fully affiliated clubs shall be eligible for financial support in the form of grants and/or subsidies.
- 6.2 Support may be payable on a per member or per club basis.
 - 6.2.1 Where funding is on a per member basis, the maximum shall be determined by the most recent membership list provided to NUSA.
- 6.3 All grants must be deemed reasonable for the function undertaken by NUSA Staff, having regard to:
 - 6.3.1 Number of students expected to benefit;
 - 6.3.2 Purpose of the expense;
 - 6.3.3 Any other relevant factors.
- 6.4 Clubs and Societies must submit an event plan or similar evidence of intended expenses prior fourteen (14) days prior to an event.
- 6.5 Receipts must be provided for all purchases made in relation to a grant. Receipts must include what was purchased, the amount paid, and the business details of the seller (ABN and location). EFTPOS receipts will not be accepted.

- 6.6 Where grants are for events, attendance records must be provided. Failure to provide attendance records may lead to a reduction in grants of up to 50%.
- 6.7 Invoices must be provided where a Club seeks funds prior to the purchase.
- 6.8 NUSA shall have the right to inspect all books and records of the Club where financial support has been requested.
- 6.9 SSAF Funded grants to clubs and societies shall be consistent with the University's clubs funding guidelines
- 6.10 There shall be an additional NUSA membership grant available for clubs of \$10.00 per member. This may be accessed by the club once SSAF funded grants consistent with the University's clubs funding guidelines have been exhausted or for other activities approved from NUSA Staff from time to time.

SECTION 7 – AUDIT

7.1 Where NUSA provides financial support to a club, NUSA staff, the Executive and/or NUSAC shall have the right to request any information of any nature that is pertinent to the provision of funds.

SECTION 8 – NON-FINANCIAL SUPPORT

All affiliated clubs shall have access to the following resources provided by NUSA.

8.1 Printing

- 8.1.1 Clubs and Societies may print resources with the NUSA printer located at the NUSA building.
- 8.1.2 Documents to be printed should be provided by email to the NUSA Staff.
- 8.1.3 The NUSA Staff shall have the authority to refuse to print documents that breach any of NUSA's obligations.
 - 8.1.3.1 Any such refusal may be appealed to the NUSA Executive, whose decision shall be final.
 - 8.1.3.2 Must not support or condemn any political party or candidate in an election.
- 8.1.4 Printing allowances shall be as follows:

A4 Pages	500 per year
A3 Pages	50 per year

8.1.5 Clubs may request additional printing allowances from NUSA Staff in exceptional circumstances.

8.2 NUSA Building

- 8.2.1 Clubs and Societies may request use of the NUSA building, including the meeting room during NUSA hours, and the building after hours.
- 8.2.2 Any use of the NUSA Building shall be subject to the NUSA Building Policy and Code of Conduct.
- 8.2.3 Requests for after-hours use must be made in writing (emailed) not less than fourteen (14) days prior to the event.
- 8.2.4 Requests for use of the NUSA meeting space must be made by email or in person not less than seven (7) days prior to the event.

8.3 Other Resources

- 8.3.1 NUSA shall, from time to time, make other resources available to students, including but not limited to:
 - 8.3.1.1 BBQs
 - 8.3.1.2 Tables
 - 8.3.1.3 Marquees
 - 8.3.1.4 Kitchen Facilities
 - 8.3.1.5 Bain Marries and similar serving ware
 - 8.3.1.6 Trailer
 - 8.3.1.7 Badge making facilities
 - 8.3.1.8 Sound System.
- 8.3.2 The use of NUSA resources shall be subject to availability and NUSA Policy.
- 8.3.3 Resources should be requested by email not less than seven (7) days prior to an event.

SECTION 9 – DISPUTES

In the event of a dispute between the NUSA staff and a Club not otherwise provided for in these Rules and Regulations, decisions may be appealed to the NUSA Executive, who shall have the power to overrule any decision. The Decision of the NUSA Executive shall be final.

SECTION 10 – MISCELLANEOUS

- 10.1 Club Constitutions must contain clauses consistent with the following:
 - 10.1.1 Membership is open to all students and staff members of the University of Newcastle.
 - 10.1.2 Financial Transactions must be approved by two (2) Executive Office Bearers.
 - 10.1.2.1 Note: this clause may be altered to reflect whether banking is done via electronic or cheque/cash means.
 - 10.1.3 An Annual General Meeting is to be held in the month of September or October each year, at which time the members of the Club Executive are to be elected, and an Annual General Report and Financial Statement presented.
 - 10.1.4 Notice of all General Meetings is to be given to members not less than seven (7) days prior to such meetings.
 - 10.1.5 The quorum for a General Meeting is to consist of [at least fifteen (15) members of the Club] OR [40% of members entitled to vote].
 - 10.1.5.1 The first option should be used for Clubs and Societies with more than 30 members.
 - 10.1.5.2 The second option should be used for Clubs and Societies with less than 30 members.
 - 10.1.6 If the Club ceases activity for a period of more than twelve (12) months, all funds held on behalf of the club in any bank accounts, and any assets, will revert to either NUSA, or some other organisation nominated by the Club and approved by NUSAC. Such nomination must be in writing, and no reasonable nomination shall be rejected.
 - 10.1.7 This Club is affiliated with the Newcastle University Students' Association Inc., and anything in this Constitution which conflicts with the constitution or policy of that organisation shall be null and void. In all matters not specifically dealt with herein, the NUSA Clubs and Societies Rules and Regulations shall apply.
- 10.2 There shall be a NUSA Sponsored Clubs and Societies General Meeting each year.
 - 10.2.1 Not less than twenty-one (21) days notice shall be provided for such meeting.

- 10.2.2 Each Club must send at least one representative to the meeting, subject to special circumstances.
- 10.3 A Club may send a delegate to any meeting of the NUSAC or NUSA Executive at which its property, membership, status, operation or any other aspect of its affairs is directly under discussion.
 - 10.3.1 If the Club does not send a delegate, they forfeit their right of say.
 - 10.3.2 Such a delegate shall have the right to address the meeting on behalf of the Club.
 - 10.3.3 The NUSA Representative must inform the Club if their affairs are to be discussed at any meeting with two (2) days of the agenda being set.
 - 10.3.4 No NUSAC motion affecting a Club may be considered unless the Club has been provided a copy of such a motion at least seven (7) days prior to the dates of the meeting. Such a copy must be provided by either the NUSA Representative or the NUSAC Member introducing the motion.
- 10.4 Functions and Activities by a Club shall be advertised on NUSA advertising channels.
- 10.5 These rules and regulations may be amended by a simple majority of the NUSAC.