



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

PROCEDURE:

UNIVERSITY AFFILIATION OF STUDENT CLUBS

Purpose: Sets out the procedure by which UNDA students can seek to formally affiliate a group, club, society or organisation with the Student Associations of the University.

Responsible Executive: Pro Vice Chancellor, Student Engagement and Services

Responsible Office: Student Services

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1 Purpose

- 1.1 This Procedure sets out the procedure by which UNDA students can seek to formally affiliate a group, club, society or organisation with the Student Associations of the University of Notre Dame Australia (**University**).

2 Related Policy and Regulations

This Procedure should be read in conjunction with the following Policies:

- 2.1 *Policy: Affiliation of Student Clubs*
- 2.2 *Policy: Provision of Funding to the University's Student Associations (Fremantle and Sydney)*

3 Definitions

- 3.1 For the purpose of this Policy, the definitions outlined in the *Policy: Affiliation of Student Clubs* apply.

4 Formal Application

A formal application for affiliation must be submitted to the Student Association President at first instance. This application must:

- 4.1 Be in writing and signed by no less than 5 currently enrolled students at UNDA supporting the creation of the Club and giving a commitment to be involved in the Club should it be affiliated;
- 4.2 Include a clear statement that the Club and its members will abide by all University Statutes, Rules, Regulations, Procedures and Policies which are from time to time in force;
- 4.3 Include clear evidence that the objectives, purpose and proposed activities of the Club are consistent with the Objects and vision of UNDA including, but not limited to;
- (a) a clear statement as to the objectives and purpose of the Club;
 - (b) a clear statement as to the proposed activities of the Club; and
 - (c) a draft constitution, following the UNDA provided template.

5 Procedure for Assessment

- 5.1 The application for affiliation will, in the first instance, be assessed by the Student Association on the relevant Campus.
- 5.2 The Student Association will provide a recommendation regarding the application, together with all relevant paperwork, to the University Officer.

- 5.3 The University Officer will consider the application in accordance with the Policy and forward it to the University Senior Officer for determination.
- 5.4 The determination of the application will, as far as practicable, be completed within four weeks of the full and complete paperwork and recommendation being provided by the Student Association to the University Officer in accordance with clause 5.2.

6 Procedure for Appeal

- 6.1 If, in accordance with the Policy, a Club wishes to appeal the decision of the Senior University Officer to reject its application for affiliation, it must lodge an appeal to the Head of Campus in accordance with the Policy.
- 6.2 The appeal must include:
- (a) a copy of the decision of the University Senior Officer against which the appeal is being lodged;
 - (b) all relevant paperwork including, but not limited to, the original application;
 - (c) a written explanation of the basis on which the Club is appealing the decision; and
 - (d) any written submissions the Club wishes to make in support of the appeal.
- 6.3 The appeal will, as far practicable, be determined within three weeks of the full and complete appeal being lodged with the Head of Campus in accordance with this clause 6.

7 Related Guidelines, Forms and Templates

Draft template - Student Club Constitution (*Attachment 1*)

Version	Date of approval	Approved by	Amendment
1	14 October 2015 29 October 2015	Executive Council Student Board	

Draft Template - Club Constitution

The Club/Group/Society/Association *[delete which is not applicable]*

1. Name

1.1 The name of the club/group/society/association is *[insert name of Club/Group/Society/Association]* of Notre Dame.

2. Definitions

Campus means *[delete which is not applicable]* the Fremantle Campus (including Broome) OR the Sydney Campus of the University of Notre Dame Australia

'Clubs Director' means the Clubs Director of the Notre Dame Student Association.

'Notre Dame Student Association' and 'Student Association' means *[delete which is not applicable]* the Student Association of the University of Notre Dame Australia (Fremantle Campus), Incorporated OR the Student Association of the University of Notre Dame Australia (Sydney Campus)

'Student' means any student enrolled either full-time or part-time at the University of Notre Dame Australia in the relevant Semester

'The Society' means the *[insert name of Club/Group/Society/Association]* of Notre Dame.

'University' means the University of Notre Dame Australia.

3. Interpretation

3.1 In this constitution, 'shall' means will.

3.2 In this constitution, 'may' means the club/society/association or member is not bound to perform the stated action.

3.3 The word 'section' refers to a section of this Constitution unless otherwise stated.

3.4 If an appointment is not made at an appointed meeting, it must be made at the next meeting.

3.5 Unless the context otherwise provides, 'each' in the singular number is to be construed as including the plural number.

4. Mission of the Club/Society/Association

- 4.1 The mission of [*insert name of Club/Group/Society/Association* of Notre Dame] is to [*insert purpose of Club/Group/Society/Association*].
- 4.2 No student or group of students shall be discriminated against on the basis of race, gender identity, religion, [political ideologies (can be removed by any political club)], physical or mental disability, or age.

5. Student Association Affiliation

- 5.1 The [*insert name of Club/Group/Society/Association*] of Notre Dame is affiliated to the Notre Dame Student Association under s5.1(ix) of the Student Association Constitution. (*Note: this clause is applicable for clubs to be affiliated through the Fremantle Student Association*)
- 5.2 The [*insert name of Club/Group/Society/Association*] of Notre Dame] is a member of the Clubs Council of the Notre Dame Student Association by virtue of its affiliation to the Notre Dame Student Association.
- 5.3 Where this Constitution of [the *insert name of Club/Group/Society/Association*] of Notre Dame conflicts with the Constitution or any regulations of the Notre Dame Student Association or subsidiary bodies those made by the Student Association and its subsidiary bodies shall prevail.

6. Powers and functions of the Club/Society/Association Committee

- 6.1 The powers and functions of [the *insert name of Club/Group/Society/Association*] of Notre Dame Committee include:
 - 6.1.1 To represent members of the [*insert name of Club/Group/Society/Association*] to the Student Association, Student Association subsidiary bodies and University;
 - 6.1.2 To maintain current records of all members of the [*insert name of Club/Group/Society/Association*];
 - 6.1.3 To operate a bank account on behalf of the [*insert name of Club/Group/Society/Association*];
 - 6.1.4 To maintain accurate financial records of the [*insert name of Club/Group/Society/Association*];
 - 6.1.5 To organise events and activities to benefit members of the [*insert name of Club/Group/Society/Association*]; and
 - 6.1.6 To fulfil all obligations as imposed by the Student Association and Student Association subsidiary bodies.

7. Membership of the Club/Society/Association

- 7.1 All members of [*the University/specified School/s*] are eligible for membership of the [*insert name of Club/Group/Society/Association*].
- 7.2 Students shall become members upon payment of the membership fee set by a three-fourth majority of the club/society/association committee and approved by the Clubs Director.
- 7.3 Memberships shall be valid until [*insert date of end of the University year*] and may be renewed each year.

8. Governing Structure

The committee

- 8.1 The committee shall consist of the following positions:
 - 8.1.1 President
 - 8.1.2 Vice President
 - 8.1.3 Treasurer
 - 8.1.4 Secretary
 - 8.1.5 [*Other positions such as Director of Media, Director of Events*]
 - 8.1.6 6 Ordinary Members
- 8.2 The executive shall consist of the President, Vice President, Treasurer and Secretary.

9. Functions of committee members

- 9.1 The President will:
 - 9.1.1 Direct, co-ordinate and supervise the work of the other officials elected and appointed under the Constitution;
 - 9.1.2 Direct the activities and manage the affairs of the *club/ society/ association*; and
 - 9.1.3 Act as the primary representative for the *club/society/association*.
- 9.2 The Vice President will:
 - 9.2.1 Assist the President in all matters; and
 - 9.2.2 Act as the President's representative.
- 9.3 The Treasurer will:
 - 9.3.1 Manage the financial affairs of the *club/ society/ association*;
 - 9.3.2 Take primary responsibility for the bank account, petty cash and financial records of the *club/ society/ association*.

- 9.3.3 Ensure financial reporting requirements to the Student Association are met.
- 9.4 The Secretary will:
- 9.4.1 Take accurate minutes of all meetings (executive, committee and general) and distribute them to the relevant members of the *club/ society/ association* and the Clubs Director.
- 9.4.2 Maintain a current and accurate record of the members of the *club/ society/ association*.

[Add extra committee roles and responsibilities as necessary.]

10 Committee changes

- 10.1 A casual vacancy on the *[insert name of Club/Group/Society/Association]* of Notre Dame occurs when:
1. A committee position is not filled in a general election;
 2. A committee member resigns; or
 3. A committee member is removed from their position.
- 10.2 A casual vacancy may be filled by co-opting a member onto the committee with the approval of an absolute majority of the existing committee.
- 10.3 A committee member can resign by informing the President in writing of their decision to resign from the committee. If the resigning member is the President, notice must be given to the Vice President. The resignation will take effect at the next committee meeting.
- 10.4 A committee member may be removed if it can be proved that they have consistently acted in a manner that is antagonistic towards the mission of the *club/ society/ association*. The committee member and Clubs Director must be informed of the committee's intention to hear the matter. The committee member must be given the chance to defend their actions. The committee must vote on the removal of the member and it should pass by 75%. The removed member will be able to appeal to the Clubs Director.

11 Committee proceedings

- 11.1 The committee shall hold meetings *[at least once per calendar month]*.
- 11.2 The President, Secretary, or Clubs Director, may convene a meeting.
- 11.3 Notice should be made in writing at least 36 hours prior to the start time of the meeting.
- 11.4 Quorum is reached when a majority of committee members are present.

- 11.5 The Secretary shall take accurate minutes of the meeting, including all motions for expenditure of *club/ society/ association* money, and distribute these to the committee and Clubs Director before the next meeting.
- 11.6 A member of the committee who has any direct or pecuniary interest in the outcome of a possible committee decision shall not take part in any deliberations or vote relating to that decision and will disclose their interest to the committee before such deliberations or votes take place. The Secretary will note this in the minutes.

12 General meetings

- 12.1 The Secretary must provide members of the *club/ society/ association* with two weeks notice for a general meeting.
- 12.2 The Secretary shall take accurate minutes of the meeting, including all reports and resolutions passed and denied, and distribute these to all members of the *club/ society/ association* and Clubs Director within one fortnight.
- 12.3 All members of the *club/ society/ association* are eligible to vote at a general meeting.
- 12.4 Proxy votes are valid if the Secretary is informed in writing of the proxy by the member whose vote will be exercised by proxy.
- 12.5 An Annual General Meeting (AGM) must be held once per calendar year.
- 12.6 At an AGM a President's and Treasurer's Report must be given and recorded.

13 Constitutional alteration

- 13.1 A motion to change the constitution must initially be proposed at a committee meeting as a special resolution and passed with an absolute majority.
- 13.2 Notice of the special resolution must be sent to all members and the Clubs Director with notice of the general meeting.
- 13.3 The Constitution will be altered by the assent of a three-fourth majority of the *club/ society/ association* at this general meeting.

14 Elections

- 14.1 Elections must be held annually.
- 14.2 Elections should be held at the AGM.
- 14.3 Nominations should be opened with notice of the AGM and close at the AGM.

- 14.4 The Clubs Director or representative should be appointed to act as Returning Officer and should collect and count votes and declare the results of the election.
- 14.5 The Secretary should record the results of the election following the Returning Officer's declaration, distribute them to club/ society/ association members and submit them to the Student Association within one fortnight.