



# AFFILIATION AND MEMBERSHIP RULES

For UC Clubs and Societies

**uclife<sup>x</sup>**

**These Rules are a UCX Policy approved by the Board of UCX Ltd.**

## **1 INTERPRETATION**

1.1 In these Rules, unless the context requires otherwise:

**AGM** means the annual general meeting required to be held by each Club.

**Alumni** means a person who has been conferred an award by the University under a Statute.

**Club** means a club or society whose aim is to enhance Student engagement in a social environment and provide sports, social or cultural participation opportunities for its Members, and includes a UC Academic Club, UC Sports Club or UC Social or Cultural Club.

**Club Constitution** means the constitution document of each Club.

**Executive** means the executive group of a Club elected in accordance with clause 12 which is constituted of a President, Vice President, Secretary and a Treasurer.

**Formal Function** means a function or a collaborative event such as a ball, gala or charity event.

**Members** means a Student or other person who is a member of a Club.

**Rules** means these affiliation rules for clubs as amended from time to time.

**SRC** means the Student Representative Council of the University.

**Statutes** means legislation made under the *University of Canberra Act 1989* including associated Rules.

**Student** means a person enrolled in a course of study at the University.

**Student Conduct Rules** means the University of Canberra (Student Conduct) Rules 2018 as amended from time to time.

**Trade Marks** means University or UCX property including logos, names and insignia registered as Trade Marks with IP Australia.

**UC Academic Club** means a club or society of the University created to enhance Student engagement in various academic based activities and to enrich learning by offering academic assistance, internal and external networking, events and professional development opportunities to its members. UC Academic Clubs must align with at least one current course or program offered at the University.

**UC Sports Club** means a club focused on enhancing Student engagement and participation in sport or physical activity either socially and/or competing in events or competitions including those endorsed by an external registration body or Unisport Australia.

**UC Social or Cultural Club** means a club or society of the University focused on enhancing Student engagement by uniting members of common interests, activities and/or culture.

**University** means the University of Canberra (ABN 81 633 873 422).

**UCX** means the UCX Ltd, a wholly owned subsidiary of the University.

**UCX Manager of Clubs** refers to the UCX Campus Life Coordinators or their delegate.

**UCX Policy** means any Policy of UCX currently in affect as amended from time to time.

## **2 PURPOSE OF THESE RULES**

2.1 These Rules:

- (a) guide and assist members of the University of Canberra (**University**) community to administer UC Sports, Academic, Social and Cultural Clubs;
- (b) outline the support that UCX will provide to Clubs; and

- (c) articulate the standards that Clubs and Members must meet in order to enjoy affiliation with UCX and the University.

### **3 COMPLIANCE WITH RULES**

- 3.1 Compliance with these Rules is mandatory and Clubs and Members are at all times bound by these Rules.
- 3.2 Clubs must ensure that their constituent documents refer to these Rules and to the requirement to comply with these Rules.
- 3.3 Clubs cannot create their own rules or by-laws but may create policies in accordance with clause 14 of the Club Constitution to be used in conjunction with these Rules.
- 3.4 All Club policies must be approved by UCX and must be consistent with these Rules, the Clubs Constitution and any other UCX or University of policy.
- 3.5 UCX reserves the right to alter or amend these Rules at any time.
- 3.6 A breach of these Rules by a Student will be treated as a breach of the Student Conduct Rules and may result in loss of Club membership.
- 3.7 A breach of these Rules by a Member who is not a Student may result in loss of Club membership.
- 3.8 Clubs and Members are subject to all disciplinary actions available to UCX for any failure to adhere to these Rules or breach of these Rules in accordance with clause 15.

### **4 STANDARDS OF BEHAVIOUR**

- 4.1 Clubs and Members are expected to engage in respectful behaviours and to model inclusiveness.
- 4.2 UCX and the University have zero tolerance for harassment and all forms of violence including sexual assault. Reports of those behaviours will be investigated in accordance with University polices and appropriate steps will be taken to ensure the safety of the University community.
- 4.3 Clubs and Members must not bring UCX or the University into disrepute and at all times act in accordance with the University's Statutes and the Student Conduct Rules.

### **5 AFFILIATION AS A NEW CLUB**

- 5.1 Endorsement from UCX is required for a group to be considered a Club.
- 5.2 A group that wishes to be affiliated as a Club must apply via email to the UCX Manager of Clubs and request affiliation as a Club.
- 5.3 An application for affiliation must include:
  - (a) a proposed or current list of Members (with a minimum of 10 Students), including the Student name and ID number;
  - (b) a name and staff number or email address for each proposed non-Student Member; .
  - (c) a brief statement of the Club's intended purpose;
  - (d) details of the proposed executive committee (if applicable) or main contact for the Club;
  - (e) a proposed funding model for the Club including membership fees, sponsorship, fundraising activities and proposed schedule of events for the first six months.

5.4 The UCX Manager of Clubs will consult with the Executive Dean of the relevant Faculty, as appropriate, prior to deciding on whether to endorse a UC Academic Club within fifteen (15) business days, from the submission of an application.

## 6 REQUIREMENTS TO MAINTAIN AFFILIATION

6.1 To maintain its affiliation, a Club must:

- (a) have a minimum number of 10 Student Members;
- (b) where the Club is a UC Academic Club or UC Social or Cultural Clubs, at least 80% of Members must be Students;
- (c) keep full records in the Club management system approved by UCX of its Members' details, including full name, contact email address, when the Member joined and whether each Member is a current Student or alumni of the University;
- (d) comply with and ensure its members comply with all Rules, UCX and University policies, Statutes and laws;
- (e) not bring the University or UCX into disrepute;
- (f) not use any University or UCX logos, name, Trademarks or intellectual property without prior written consent;
- (g) organise a minimum of four (4) events annually;
- (h) provide a copy of the Club's financial records to the UCX Manager of Clubs;
- (i) comply with all reasonable directions of UCX and the University; and
- (j) demonstrate compliance with these Rules.

6.2 Once a group has been endorsed as a Club, UCX's Manager of Clubs will liaise with that club in relation to its ongoing requirements, financial matters and re-affiliation each year.

6.3 The UCX Manager of Clubs will consult with relevant University staff to facilitate club activities and growth.

6.4 UCX will assess the ongoing affiliation of a Club at a minimum of twice annually.

## 7 REMOVAL OF CLUB AFFILIATION

7.1 In the event that a Club:

- (a) no longer meets the requirements to maintain affiliation as outlined in clause 6.1 of these Rules;
- (b) fails to comply with the reasonable directions of UCX or the University;
- (c) fails to comply with University's rules, policies, statutes or codes of conduct; or
- (d) fails to comply with these Rules in their entirety,

then UCX reserves the right to revoke a Club's affiliation and endorsement, in which case the Club is a **Non-Affiliated Club**.

7.2 A Non-Affiliated Club will not have access to:

- (a) funding from the University or UCX;
- (b) coverage by University insurance at Club events;
- (c) the Club bank account;

- (d) rooms, equipment and other facilities of UCX and the University; and
- (e) the use of any University or UCX logos, name, Trademarks or intellectual property.

7.3 A Non-Affiliated Club will be required to meet with the UCX Manager of Clubs to discuss how to regain affiliation status if sought. The reaffiliation process will be assessed on a case-by-case basis.

## **8 REQUIREMENTS FOR MEMBERSHIP**

- 8.1 Club membership is open to the community.
- 8.2 Membership requirements are outlined in the clause 6 of the Club Constitution.

## **9 GRANTS**

- 9.1 UCX will work with Clubs and the University to assist in funding approved Club events and activities through a grants process.
- 9.2 Grants will only be allocated to Clubs if the purpose of grants is for the benefit of Student Members or the Club as a whole.
- 9.3 Grant applications must be submitted to UCX through the Club management system and will be assessed on a case-by-case basis.
- 9.4 Grant requests must be made via the funding application form at Schedule 2 and include anticipated revenue and expenditure.
- 9.5 Allocated grants will be transferred to each Club's operating account, or where appropriate, UCX will pay an invoice directly on behalf of the Club.

## **10 ANNUAL BUDGETS AND MANAGEMENT OF FUNDS**

- 10.1 Members of all Clubs are required to pay a membership fee set by the Club. The minimum amount is \$5 per year.
- 10.2 The Club will be required to submit invoices and receipts to acquit allocated funding in accordance with UCX policies.
- 10.3 UCX reserves the right to inspect the records of any Club upon request.
- 10.4 UCX will coordinate and oversee the operations of a bank account for each Club.
- 10.5 Club accounts maybe subject to a formal audit at any time.
- 10.6 Any additional expense reimbursement approved by UCX will be made to the Club's operating account upon the presentation of receipts to the UCX Manager of Clubs.
- 10.7 UCX will not pay funds directly to an individual.
- 10.8 The University's Fraud Control and Corruption Plan applies to these Rules.

## **11 GOVERNING DOCUMENTS**

- 11.1 UCX will provide clubs with a constitution document that will outline:
  - (a) requirements to qualify as a member of the Club;
  - (b) fees and payment of fees;
  - (c) appointment of officers and committee members;
  - (d) roles of the committee;
  - (e) the procedure for disciplining Members;

- (f) a Member's right to appeal disciplinary action;
- (g) procedure and requirements for holding committee meetings and annual general meetings;
- (h) procedures for handling funds at Club level; and
- (i) procedures for maintaining adequate financial records, including but not limited to who authorised the transactions.

11.2 The UCX Manager of Clubs reserves the right to approve, reject or require changes to a Club's constituent documents if it is determined to be appropriate.

## **12 APPOINTMENT AND REMOVAL OF EXECUTIVE**

12.1 Each Club shall elect the Executive from their Members, in a manner they see fit and in accordance with Club Constitution clauses 9 through 22.

12.2 Elections must occur once every calendar year.

12.3 Executive Members of Clubs must maintain a credit average while elected to the Executive. Executive Members acknowledge and agree that the UCX Manager of Clubs may obtain information from the University about the Executive Member's academic performance to determine whether the Member is complying with this clause 12.3.

12.4 Where Member is a Student, the Student must not hold:

- (a) more than 1 Executive role within a single Club;
- (b) more than 2 Executive roles across multiple Clubs, unless otherwise agreed with the UCX Manager of Clubs; and
- (c) more than 3 total committee positions (including Executive roles) unless otherwise agreed with the UCX Manager of Clubs.

12.5 Where a Student Member is a member of the SRC, the Student may hold a maximum of 1 Executive role in a Club and a total of 2 committee positions.

12.6 The UCX Manager of Clubs reserves the right to remove a member of the Executive in the following circumstances:

- (a) if the member of the Executive has breached these Rules or a Statute;
- (b) where the member is a Student, if in the reasonable opinion of the UCX Manager of Clubs the Student is unable to fulfil the responsibilities and requirements of the Executive Role.

## **13 EVENTS**

13.1 Each Club must host a minimum of 4 events annually.

13.2 All Club events must be posted in the Club management system.

13.3 All Club events must be open to all Members of the Club.

13.4 If an event is unable to accommodate all Members due to limits of participants, a fair selection process must be used to determine who is able to attend.

13.5 Where a Club hosts a Formal Function, a Club or Clubs must elect a committee from its Members to run the event which is comprised of a minimum chair, secretary and treasurer for each Formal Function.

13.6 If 1 or more Club is collaborating with another Club to run the Formal Function, a single Club cannot hold more than 2 of the minimum required committee positions.

## **14 MEETINGS**

- 14.1 Each Club must hold an AGM open to all Members at least once per calendar year. This meeting must have at least 6 Members present, in addition to the Executive, irrespective of Club size.
- 14.2 The President of the Club will provide notice of AGMs to the Members and UCX at least 14 days in advance of the AGM by email.
- 14.3 The agenda for the AGM must be included in the notice.
- 14.4 Meetings of the Executive must occur at least three times per calendar year.
- 14.5 Subject to these Rules, the conduct of AGMs and meetings of the Executive of Clubs will occur in the manner in which the Executive determines in accordance with the Club Constitution.
- 14.6 Outcomes of all meetings are to be recorded in minutes which are signed by at least two Members of the Executive to evidence agreement by all present Members. The minutes are to be provided to the UCX Manager of Clubs within 14 days of the meeting date.

## **15 DISCIPLINARY MATTERS**

- 15.1 Clubs and Members will be subject to all disciplinary actions available to UCX and the University for any failure to comply with or breach of these Rules, the Club Constitution, the Club or UCX and University policies and Statutes, including but not limited to:
- (a) written warning;
  - (b) removal of affiliation;
  - (c) loss of membership;
  - (d) loss of committee or executive position;
  - (e) withdrawal of funding; and
  - (f) withdrawal of administrative support.
- 15.2 All decisions made under these Rules and the Club Constitution are final. The UCX Manager of Clubs may refer any matter to a Director of UCX for a decision.

## **16 REMOVAL OF MEMBERS**

- 16.1 The Executive, or UCX Manager of Clubs may resolve to warn, suspend or expel a Member if the majority of the Executive consider that a Member:
- (a) has failed to discharge their duties; or
  - (b) has behaved in a way that is causing, or caused, or is likely to cause harm to the Club or other Members of the Club; or
  - (c) has breached any part of the Club Constitution; or
  - (d) has breached these Rules, a Club policy, UCX or University policy
- 16.2 At least 14 days before a meeting at which a resolution under this Rule will be considered, the Secretary, President or UCX Manager of Clubs, must notify the Member in writing:
- (a) that the Club is considering a resolution to warn, suspend or expel them;
  - (b) that this resolution will be considered at a meeting of the Executive and the date of that meeting;

- (c) what the Member is said to have done or not done;
  - (d) the nature of the resolution that has been proposed; and
  - (e) that the Member may provide an explanation to the Executive, and details of how to do so.
- 16.3 Before the Club passes any resolution under clause 16.2, the Member may (but is not obliged to):
- (a) submit to the Executive a written explanation before that meeting; or
  - (b) speak at the meeting.
- 16.4 After considering any explanation under clause 16.3, the Executive may vote by a show of hands to:
- (a) take no further action;
  - (b) warn the Member;
  - (c) expel the Member; or
  - (d) refer the matter to the UCX Manager of Clubs or their delegate, for further advice and decision.
- 16.5 The Executive cannot fine a Member.
- 16.6 A Member of the Executive may vote on a resolution under this clause in writing by proxy.
- 16.7 The Secretary must give written notice to the Member of a decision under this clause as soon as possible.
- 16.8 Upon receiving a referral under clause 16.4(d), the UCX Manager of Clubs or their delegate shall consider the resolution of the Executive and determine the matter within 21 days.
- 16.9 Members can appeal a decision made by the Executive in writing to the UCX Manager of Clubs within 14 days of receiving the written decision from the Executive.
- 16.10 A decision of the UCX Manager of Clubs or their delegate is final.
- 16.11 There will be no liability for any loss or injury suffered by the Member as a result of any decision made in good faith under this clause.
- 16.12 Any vacancy created by a decision taken under this clause will be filled according to the Club election procedures for casual vacancies.

## **17 INCORPORATION**

- 17.1 A UC Sports Club may choose to operate as a legal entity subject to requesting prior written permission from UCX and the University for Trademarks, logos or other property of UCX or the University to be used by that entity.

## **18 COMPLIANCE WITH THE FOREIGN INFLUENCE TRANSPARENCY SCHEME ACT (FITS)**

- 18.1 Under the Commonwealth FITS Act, all Clubs and associations are considered legal bodies (whether incorporated or not).
- 18.2 Where a Club sources funding from third parties or engages in activities relevant to the FITS Act, it must do so in compliance with the FITS Act. Consequences under the FITS Act for non-compliance are serious and liability for non-compliance lies within the Club and the responsible individual.
- 18.3 Clubs must immediately advise UCX of any communications from the Government about the FITS Act.
- 18.4 Any Club who is affiliated but not incorporated, can access legal advice from the University if required under clause 18.3.



## **19 REQUIREMENTS FOR ADOPTION BY CLUBS**

- 19.1 By submitting Club affiliation registration at the census date (twice yearly) the Club agrees to these Rules.
- 19.2 The Executive is responsible for ensuring all Members of the Club have access to the current approved copy of these Rules.

Policy Owner: UCX Ltd Board

Approval Date:

Resolution: # 2.0

Review date: June 2021