



# CLUB POLICY

How to adopt a club policy

- **What is a policy**
  - A club policy is an official document stating rules specific for your club.
  - A club policy cannot contradict the club constitution, or UCX or University of Canberra policy.
  - For a club policy to be enforced it must be approved by UCX Manager of Clubs and approved by a majority of the club at an AGM or SGM.
  
- **How to write and implement a policy**
  - Write a draft on the UCLifex Letterhead
  - Send to UCLifex for approval
    - UCLifex will approve the policy or provide feedback within 30 days
  - Announce meeting
    - Set a date
    - Contact UCLifex to inform them of the date (must give a minimum of 14 days notice)
    - Contact all club members to inform them of the date and inform them you will be voting to adopt a new club policy. Include a copy of the policy so members can read it prior to the meeting. (must give a minimum of 14 days notice)
  - Hold SGM/ AGM
    - Allow discussion if required on the policy between all members. Discussions should be recorded in minutes.
  - Vote to adopt policy
    - A member of the committee should table the motion that the club accepts the policy
    - All members vote
  - Sent outcome to UC Life
    - Once UC Life have acknowledged they have received the minutes showing the policy has been adopted, the club can start to enforce the new policy.
  
- **FAQ**
  - What is the difference between a Club policy and a by-law
    - Nothing just the name, in the constitution and club rules they are referred to as a club policy but they serve the same purpose
  - What if the policy is not approved
    - UCX will meet with the club executive to discuss changes to the policy so it can be approved
  - What if we already have a club policy
    - Please provide the meeting minutes and a copy of the policy to UC Life.
    - UC Life will ensure the policy does not contradict the constitution or any UCX or University policy.
  - What if the club wants to change the policy during the discussion at the AGM/SGM
    - As long as the amendments do not contradict the club constitution or a UCX or University policy you can make minor amendments at the meeting and tentatively approve the new policy.
    - If amendments are made and approved by the club the updated policy must be sent to UC Life to be reviewed again. Once approved by UC Life because the policy was approved at the meeting it can be enforced.
  - What can't be in a policy
    - As long as a club policy is fair and equal to all club members and does not contradict the club constitution, UCX policies or a University of Canberra Policy your club can submit it as a proposed club policy.

- **Club Policy Example - 1**

Club policy 001 – UC Nursing Society

Eligibility for position on executive or committee.

In addition to section 8 of the club constitution to be a member of the UC Nursing Society Executive or Committee nominees must be studying nursing at the University of Canberra.

Approved at the AGM held on 1/1/2000

- **Club Policy Example – 2**

Club Policy 027 – University of Canberra Law Student Society

Membership Fees

1. As per section 3.6 (a) the membership fee for the University of Canberra Law Student Society is \$10 per year. Student members may purchase multiple years at once for a discount as per the 1a
  - a.

Years	Price
1 year	\$10
2 years	\$8 – Per year
3 years	\$7 – Per year
4 years	\$6 – Per year
5 years +	\$5 – Per year

2. Any additional years purchased cannot be refunded should the member leave the club either voluntarily or under any other clause of the club constitution.

Approved at the SGM held 2/2/2000