Clubs, Societies and School Association Regulations

As ratified on 07/06/2016

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1. Definitions

1.1. The definitions in section 1 of the FUSA Constitution apply to these regulations.

1.2. In these regulations:

‘Academic Clubs’ means non-School endorsed clubs that are focused on related interests and activities to Flinders University academic topics.

‘Academic Year’ means any time between the first academic day in Semester 1 of a year to the last academic day of Semester 2 of that year as specified by Flinders University.

‘Asset’ means future economic benefits controlled by the entity as a result of past transactions or other past events.

‘Association’ means Flinders University Student Association.

‘Club’ means any club, society, association or other body or group of students who work together on a common aim or interest.

‘General Secretary’ means the General Secretary of the Flinders University Student Association.

‘Minor breach’ is a breach of the requirements of a club which is the result of error and has no major impact on any member of the club, the Association, the University or any third party.

‘Major breach’ means any breach of the requirements of a club that exceeds a minor breach and has a major impact on any member of the club, the Association, the University or any third party.

‘School’ is an academic division of the University.

‘School Association’ is a School-based student club that is formally endorsed by the relevant Dean.

‘Student Council’ means the governing body of the Association.

‘Winding Up’ means when a club ceases to function as per the constitution it affiliated to the Association with. This includes when a club ceases to exist, or continues to exist without affiliation to the Association.

‘University’ means Flinders University of South Australia.
2. Registration of Clubs and Societies

2.1. All Flinders University non-sporting student clubs, societies and associations must register with Flinders University Student Association (FUSA).

2.2. The purpose of registration is to enable FUSA to be aware of all clubs, societies and associations that exist on campus so FUSA can assist clubs with growth and development along with the provision of assistance where required, to conduct all events and activities successfully.

2.3. By registering, a club, society or association are then allowed to apply for affiliation to gain the right to access FUSA resources and equipment, are allowed to book University space and can apply to use the name ‘Flinders’ or ‘Flinders University in their title.

2.4. All clubs must apply to Flinders Marketing and Communications Office in order to use the university logo.

2.5. A club, society, or association is required to register with FUSA if they are:
   (a) a student driven group of five or more students;
   (b) united by a common interest, goal and/or characteristic that may or may not organise activities and/or meetings related to the common interest characteristic or goal; and
   (c) promote, by any means, their group, interests and/or activities to the student body.

2.6. A club, society, or association will be denied registration if its purposes or future activities are likely to breach any Federal or State legislation.

2.7. All clubs, societies or associations must adhere to policy and procedures as outlined by FUSA and the University including but not limited to; health and safety and security. This includes the submission of the online FUSA Events and Activities Registration Form for any club event or activity held on or off campus.

3. Process of Registration

3.1. Registration requires joint approval by the General Secretary on Student Council and the Manager, Student Engagement. If there is disagreement between the General Secretary and the Manager Student Engagement, then the application is referred to Student Council to make the final decision.

3.2. In order to register, a club, society or association must submit an online registration form outlining their purpose and likely activities.
(a) The club, society or association name
(b) The club, society or association purpose
(c) Any secondary purpose of the club, society or association
(d) A list of all and any intended activities of the club, society or association
(e) A minimum of two contact persons including their Phone/Email/Flinders Student ID
(f) Whether or not the club, society or association is registered with the appropriate state or national body that relates to the club, society or association and its activities.

(i) If not, FUSA may require that the club affiliate with the appropriate state or national body that relates to the club, society or association in order to register with FUSA.

4. Affiliation of Clubs and Societies

4.1. Clubs may apply to affiliate as:
   (a) Non-Financial Affiliate (Level 1); or
   (b) Financial Affiliate (Level 2).

4.2. A club must first be registered with FUSA before applying for non-financial and financial affiliation.

4.3. The definition of a Non-Financial Affiliated club will be a club that has access to services and resources that are provided through the Association, and are not eligible to apply ongoing funding from the Association. Non-Financial Affiliation is recommended for clubs that:
   (a) Have restrictions on membership numbers; or
   (b) Have selective or closed membership; or
   (c) Have a membership that comprises less than 66% current Flinders University students.

4.4. The definition of a Financially Affiliated club will be the same as a non-financially affiliated club as defined in 4.2 of these regulations, except they will be eligible to apply for grants in accordance with section 19 of these regulations. Financial Affiliation is restricted to clubs that:
(a) Have no restrictions on membership, with the exception of School Associations are per section 10.4(a) and academic clubs; and

(b) No membership criteria beyond aligning to a club’s objectives.

4.5. The services and resources that all affiliated clubs, societies and school associations can access is at the discretion of the Association and shall be determined by the level affiliation, the Association’s grants policy in-line with section 17 of these regulations, and in compliance with the requirements under the Higher Education Support Act 2003. Services/resources that have been funded through the Student Services and Amenities Fee cannot be used by any club to support:

(a) a political party; or

(b) the election of a person as a member of:

   (i) the legislature of the Commonwealth, a State or a Territory; or

   (ii) a local government body.

4.6. The Association must accept for consideration an application for affiliation of a club.

4.7. An application for affiliation shall be submitted in the first instance to the General Secretary.

4.8. An application for affiliation must contain a copy of:

   (a) Constitution; and

   (b) Minutes of the most recent Annual General Meeting; and

   (c) Club membership list specifying the executive; and

   (d) Affiliation Application Form; and

   (e) Any other documentation as directed by the Association.

4.9. Clubs applying for status as Financial Affiliation must show proof of the existence of an operative bank account.

4.10. The Association may choose to affiliate or not affiliate, or grant provisional affiliation on the basis of required amendments to the club’s constitution. The Association may choose to affiliate the club at a lower level of affiliation.
5. Minimum requirements for Financially Affiliated clubs

5.1. Each Financially Affiliated club shall have:

(a) A name; and

(b) A constitution; and

(c) A clearly defined interest, activity and aims; and

(d) At least ten current Flinders University students as members; and

(e) No less than 66% current Flinders University students as members; and

(f) Two or more signatures on any bank account held by the Club who are current Flinders University students; and

(g) An office bearer which shall be the club’s delegate to a Clubs and Societies sub-committee meeting, and who is a current Flinders University student; and

(h) Comply with the regulations, requirements and requests of the Association; and

(i) Comply with the objectives and aims of the Association.

5.2. The term of office shall be from one Annual General Meeting to the next

5.3. Upon a vacancy of an office bearer position, a General Meeting shall be held to fill the vacancy.

5.4. A minimum of 60% of office bearers shall be current Flinders University Students.

5.5. The President or equivalent shall be a current Flinders University student.

6. Minimum requirements for Non-Financially Affiliated clubs

6.1. Each Non-Financially Affiliated club shall have a:

(a) Name; and

(b) Constitution; and

(c) Clearly defined interest, activity and aims; and

(d) At least five current Flinders students as members; and
(e) An office bearer which shall be the club’s delegate to a Clubs and Societies sub-committee meeting, and who is a current Flinders University student.

(f) Comply with the objectives and aims of the Association.

6.2. The term of office shall be from one Annual General Meeting to the next.

6.3. Upon a vacancy of an office bearer position, a General Meeting shall be held to fill the vacancy.

7. **Changing Affiliation Status**

7.1. Clubs that are affiliated as Non-Financial may apply to become Financially Affiliated at any time by affiliating as per these regulations.

7.2. Clubs that are affiliated as Financial may apply to become Non-Financially Affiliated at any time notifying the Executive of the Association in writing. This notice must contain:

   (a) Date the notice was written; and

   (b) A reason why the club wishes to become Non-Financially Affiliated; and

   (c) The signatures of the President or equivalent, and one other Office Bearer, usually the Secretary.

8. **Renewal of affiliation**

8.1. This section does not apply to School Associations.

8.2. Upon affiliation to FUSA, clubs remain affiliated until the 1st of May of the subsequent year.

8.3. Where a club is renewing affiliation at their current level of affiliation in accordance with 8.2, it is required that clubs submit an application for renewal of affiliation with a copy of:

   (a) AGM minutes confirming renewal of affiliation; and

   (b) An updated membership list; and

   (c) Updated executive contacts; and

   (d) Evidence that the club has had at least two club events for members over the course of the last year; and
8.4. Renewal of affiliation may be rejected by the Association if the Association does not consider the requirements of affiliation to have been met.

8.5. The club may not receive the benefits of affiliation until the club has renewed its affiliation.

8.6. There will be no membership fee for affiliation to the Association.

9. Clubs names and objectives

9.1. A club must not have a name which is not easily distinguishable from another club.

9.2. Clubs with similar objectives to an existing club may be refused affiliation.

9.3. A club must not have a name that does not reflect its aims.

10. School Associations

10.1. A School Association is a club which operates for the representation, support and engagement of the students in each recognised School of the University.

10.2. A School Association must be endorsed by the Dean of the relevant School.

10.3. School Association will be deemed to be financially affiliated.

10.4. The following regulations apply to School Associations only:

   (a) Contrary to section 4.4(a) and section 16.1, membership may be restricted to current and previous students of the relevant School.

   (b) The affiliation of each School Association will be renewed automatically each year.

   (c) Each School Association must elect an executive that includes the office bearers or equivalents detailed in section 15;

   (d) A member of the School Association must be appointed or elected to the role of Education Officer in accordance with each School Associations’ Constitution.
School Associations must provide the Association with a copy of:

(i) AGM minutes; and

(ii) An updated membership list; and

(iii) Updated executive contacts; and

(iv) Evidence that the club has had at least two club events for members over the course of the last year; and

(v) Financial reports detailing expenditure and income for the period between the last two AGMs.

The percentage of non-student members of the School Association may exceed the 66% quota defined in regulation 5.1(e) on the provision that 66% of members are either current students or alumni of the relevant School.

Clause 19.5 on opt-out memberships does not apply to School Associations.

11. Required Provisions of Club Constitutions

11.1. This provision comes in to effect for all clubs affiliating for the first time prior to Tuesday 3rd December 2013. For all other clubs this provision comes into effect on 3rd December 2014.

11.2. A financially affiliated club’s constitution must contain:

(a) The name of the club; and

(b) The aims and objectives of the club; and

(c) A provision for an Annual General Meeting in line with section 14; and

(d) A provision for General Meetings in line with section 13; and

(e) A provision for amending the constitution; and

(f) A provision for expulsion of members consistent with these Regulations; and

(g) A provision that the club is not for profit; and

(h) A provision for Office Bearers of the club in line with section 15; and
(i) A provision for winding-up consistent with section 20, stating specifically the Association’s ownership of grant-funded assets and grant money; and

(j) In the case of Faculty/Departmental Clubs, provision for establishing an education officer in accordance with section 10.4; and

(k) A provision outlining requirements of renewal of affiliation in line with section 8.

12. Alterations to Constitutions

12.1. Alterations to a Club’s Constitution must be approved by the Association.

12.2. Alterations must be submitted to the General Secretary prior to their approval by the club or within two weeks of their approval by the club.

13. General Meetings

13.1. General Meetings may be convened at the request five members, or 10% of the total membership of the club, whichever is the higher amount.

13.2. Where the executive do not respond to these requests within four weeks, they may be made directly to the General Secretary of the Association

13.3. General Meetings shall be convened for any the following purposes:-

(a) Removal of office bearers;

(b) The fairly and democratically elect office bearers to vacancies that have occurred as a result of removal or resignation;

(c) To make changes to the constitution of the club;

(d) To overturn any decisions made by the executive of the Club; or

(e) The expulsion of a member or members of the club in accordance with section 17.

13.4. Notice of a General Meeting shall be given to the members of the club and the General Secretary of the Association at least a week before the set date.

13.5. A designated office bearer, normally the Secretary, shall be responsible for calling General Meetings.

13.6. The General Secretary may call a General Meeting of the club, if:
(a) Office Bearer/s, committee members or the club are suspected with reasonable evidence of:

(i) breaching their constitution or not meeting their club of School Association’s objectives;

(ii) not complying with university policies and procedures;

(iii) not complying with the Association’s constitution or clubs and societies regulations;

(iv) failing to meet FUSA requirements for affiliation;

(v) serious misconduct of maladministration

(b) the club is deemed to be winding up due to inactivity, in accordance with section 22.

13.7. FUSA has the discretion to investigation an allegation about, or information or matter involving, serious misconduct or maladministration before a General Meeting is called.

13.8. The General Secretary or proxy may attend any General Meeting of an affiliated club.

13.9. Any decision of a General Meeting may overrule any committee decision of the club.

13.10. Failure to reach quorum after 30 minutes after the scheduled start of meeting will result in the General Meeting being cancelled.

14. Annual General Meetings

14.1. Annual General Meetings shall be convened for the following reasons:-

(a) To receive financial statements; and

(b) To receive annual reports of office bearers; and

(c) To fairly and democratically elect office bearers; and

(d) To elect an office bearer to be a delegate on the Clubs and Societies Sub-Committee.

14.2. Notice of an Annual General Meeting shall be given to the members of the club and the General Secretary of the Association at least a week before the set date.
14.3. The General Secretary or proxy may attend any AGM of an affiliated Club.

14.4. Each affiliated club shall hold its AGM during the Academic Year.

14.5. Within 14 days of holding its AGM, each affiliated club shall provide the required documents for the renewal of affiliation as outlined in 8.3.

14.6. Quorum at AGM shall be 30% of total membership or 10 members, whichever is lesser.

14.7. Failure to reach quorum after 30 minutes after the scheduled start of meeting will result in the AGM being cancelled.

15. Office Bearers

15.1. Each club should have a president, treasurer and secretary or equivalents.

(a) The duties of the President include:

(i) Being chief spokesperson for the club;

(ii) Chairing general and Executive meetings;

(iii) Acting as a signatory for the club’s budget; and,

(b) The duties of the Secretary include:

(i) The maintenance of a register of members consisting of name, student ID number, FAN and date of payment of membership fee, if applicable;

(c) The duties of the Treasurer include:

(i) Being responsible for all of the club’s money and to record all income received and payments made by the club;

(ii) Keeping a register of all assets held by the club;

(iii) Presentation of a financial report to the AGM for the last financial year and the period since the end of the last financial year;

(iv) Keeping the financial records of the club; and,

(v) Acting as a signatory for the club’s budget.

(vi) Keeping the club’s members informed of the club’s financial situation.
(d) The duties for each School Association’s Education Officer include:

(i) attending the Student Representative Network meetings run by the Association (FUSA);

(ii) Coordinating and running the School Association’s educational campaigns; and,

(iii) Acting as a liaison with the Association’s (FUSA) Education Officer.

15.2. A club may assign any additional roles to their office bearers that they deem necessary.

15.3. School Associations must appoint or elect an Education Officer as per section 10.4(c)

15.4. A club may have any other office bearer positions as determined by the club or established in their constitution.

15.5. The contact details for all office bearers of a club must be given to the General Secretary and to the Association within two weeks of their appointment.

16. Membership

16.1. Any student who supports the aims of the club may join.

16.2. Any club that refuses a current student entry to a club must give written justification to the General Secretary of the Association within two weeks.

16.3. All student members of the club have equal rights.

16.4. Any non-student may join at the discretion of the club.

16.5. Membership of a financially affiliated club must be composed of at least 66% current students in order to be eligible for grants.

16.6. Only current students may be the President or equivalent of a financially affiliated club.

16.7. A membership list must be provided annually by affiliates of the Association at the time of their AGM.

17. Expulsion

17.1. This Association cannot expel a member on basis of their age, sex, sexuality, race, ethnicity, pregnancy, caring responsibilities, religion, physical disability,
mental illness, chosen gender or other personal characteristic under the terms of the South Australian Equal Opportunity Act or any other law, Act or legislative instrument.

17.2. This Association cannot expel a member on the basis of their or political, moral or sexual viewpoint, unless the view expressed is deemed to be in violation of:

(a) the South Australian Equal Opportunity Act (1984);

(b) the South Australian Racial Vilification Act (1996);

(c) Any other law, Act or legislative instrument.

17.3. A motion to expel a member may be brought before a General Meeting or Annual General Meeting of the club.

17.4. The motion to expel must be accompanied with written justification and sent to the member at least two weeks prior to the date of the meeting.

17.5. The member has a verbal and written right of reply to any notice of expulsion.

17.6. A written right of reply must be included within the Agenda if it is received within seven days of receipt of the notice of expulsion.

17.7. The agenda must include the motion of expulsion, written justification and any written reply.

17.8. The agenda of the meeting at which a motion of expulsion is included must be sent to members and the General Secretary of the Association at least one week prior to the meeting.

18. Club Membership Fees

18.1. Clubs reserve the right to charge a membership fee to become a member of that club.

19. Grants

19.1. Club grants are available to all student clubs affiliated with FUSA as a Financial Affiliate.

19.2. With the exception of the Start-Up Grant, clubs that are affiliated as Non-Financial, or that do not meet Financial Affiliation requirements are not eligible for Club Grants.

19.3. Club Grants will be set by the Association and made available throughout the year.
19.4. The Process for applying for club grants will be specified by the Association

19.5. For the purposes of grant funding, the membership number of a club that operates on an opt-out basis for determining members only includes those members who have opted-in to the club or approved their membership in writing.

19.6. Non-Financial Affiliated clubs who maintain an open membership may apply for the Start-Up Grant in the first year of affiliation.

19.7. Clubs that elect to change membership to closed membership are required to reimburse the Association for grant funding the club has been provided by the Association, upon the request of the Association.

20. Winding Up & Changing Affiliation Status

20.1. The club which winds up voluntarily must inform the General Secretary and the Association in writing of their intention to wind up the club within 14 days of their decision;

(a) Upon sending written notification to the General Secretary and the Association the club is not permitted to begin winding-up until an additional period of 14 days has passed; and

(b) The Association reserves the right within the 14 day period outlined in section 20.1(a) to take over the operation of the club in order to facilitate the election of a new executive and the resumption of the operations of the club.

20.2. When a club changes its affiliation status from a Financial Affiliate to a Non-Financial Affiliate, disaffiliates with the Association, or is wound up, the club must ensure that:

(a) All assets purchased by the club, or on behalf of the club, using Grant Money allocated by the Association, remain the property of the Association and must be returned

(b) All assets purchased by the club, or on behalf of the club, using part-funds from Grant Money allocated by the Association, must be sold, and the Association be compensated to the same percentage that the Association paid for the asset initially unless:

(i) The asset is unable to be sold in which case the club must compensate the Association for the asset; or
(ii) The club chooses to compensate the Association with other funds, in which case the asset does not need to be sold; or

(iii) The Manager, Student Engagement and the President of the Association agree that the efforts spent selling the asset and recovering the funds is not worth the costs regained, in which case the asset is not required to be sold.

(c) Any assets the club purchases within money that did not originate from the Association remain the property of the club.

(d) Any Grant money that remains with the club either physically or in a bank account must be returned to the Association.

20.3. Each financially affiliated club must have a winding up section in their constitution.

20.4. Upon winding up, or change of affiliation level, each club must present the Association with a final asset register and a bank statement.

21. Assets

21.1. Any asset, physical or intangible, purchased by or on behalf of the Association remains the property of the Association.

21.2. The Association reserves the right to use any assets purchased by means of their Grant Money.

21.3. The Association may confiscate an asset that has been purchased by means of the Association's Grant Money by resolution of the Student Council.

22. Inactive Clubs

22.1. If a club is deemed by the General Secretary to be inactive for a period of four (4) months, the General Secretary is permitted to contact the club via their designated contact email address requesting an explanation for their inactivity.

22.2. The club has twenty-eight (28) days from contact to provide an explanation for their inactivity.

22.3. If the club responds that the club has become inactive or fails to respond within 28 days of contact, the club is considered to be winding up as per section 20.

23. Disciplinary action
23.1. Club members may refer breaches of regulations of the Association or the club’s constitution to the General Secretary.

23.2. For minor breaches of a club’s constitutions or these regulations, the General Secretary may issue a warning to the club.

23.3. A minor breach must be referred to the Student Council for disciplinary action
   (a) at the request of a member of Student Council; or
   (b) at the request of 20% of the club’s members or 10 members, whichever is lesser.

23.4. For reoccurring or frequent minor breaches, or for a major breach of a club’s constitution or regulations of the Association, the breach must be referred to the Student Council for disciplinary action.

23.5. A club must be referred to the Student Council for disciplinary action if the club;
   (a) deliberately contravenes the club’s obligations under these Regulations;
   (b) misappropriates funds, or the Student Council believes upon a financial review that the club has been financially mismanaged;
   (c) provides manifestly false information in order gain unfair advantage;
   (d) acts contrary to the club’s aims and/or deliberately breaches the club’s own constitution;
   (e) fails to provide reasonable grounds as to why the club:
   (f) refused a student or any other person membership;
   (g) expelled a student or any other person from membership;
   (h) Is not composed of two-thirds (66%) Flinders University students;
   (i) Receives a second warning with regards to the same issue within a two year period;
   (j) fails to comply with actions required under section 23.6(b);
   (k) promotes violence and/or hatred through militarism and/or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political, religious or ideological conviction, or national or social origin;
23.6. The Student Council may, on the basis of the facts provided, take disciplinary action by:

(a) Issuing a warning to the club;
(b) Requiring the club to undertake a certain action or actions;
(c) Suspending grants from the club for a period no greater than twelve months;
(d) Reducing the affiliation level of the club; or
(e) Disaffiliating the club from the Association.

24. Flinders Living

24.1. Subject to the discretion of Student Council, an exception to the requirement under section 4.4(a) may be granted to the following:

(a) One representative club of Deirdre Jordan Village; and,
(b) One representative club of University Hall.

24.2. Any club which receives an exemption under section 24.1 may not restrict their membership beyond:

(a) Students who reside at Deirdre Jordan Village; and,
(b) Students who reside at University Hall.