

# **MONASH UNIVERSITY MONSU CAULFIELD INC**

## **Non-sporting Club and Society**

### **Requirements of Affiliation**

Updated 11/05/07

Effective as of July 16 2007

1. Definitions
  - 1.1 "MONSU Caulfield " shall hereafter mean MONSU Caulfield Inc.
  - 1.2 "Club" or "Society" shall mean an Incorporated association of people with a common objective, affiliated with MONSU Caulfield.
  - 1.3 "Member" shall mean any person has paid the appropriate annual membership fee to a Club or Society.
  - 1.4 "Non-Financial Member" shall mean any person who has not paid the appropriate annual membership fee but has been granted membership privileges with the exception of voting-rights.
  - 1.5 "Student" shall mean a person who is currently enrolled at Monash University.
  - 1.6 "Alumni" shall mean a person who has previously been enrolled at Monash University.
  - 1.7 "Associate" shall mean any person who is not currently enrolled at Monash University and has purchased a Monash Community Card.
  - 1.8 "Affiliation" shall mean the process by which a club engages in a formal agreement with MONSU Caulfield Student Council whereby the Club or Society agrees to abide by the Requirements of Affiliation and submit the requisite paperwork to MONSU Caulfield each year.
  - 1.9 "Affiliated Club" shall mean a Club or Society that has completed the Affiliation process for the given year.
  - 1.10 The "Clubs and Societies Affiliation Kit" is a package produced each year by MONSU Caulfield, outlining all the necessary steps and providing the requisite forms to be submitted in order for a Club or Society to become affiliated with MONSU Caulfield.
  - 1.11 The "Incorporation process" is the process by which a club becomes a non-profit Incorporated entity through the assigning of a Public officer, completion

of the relevant paperwork and subsequent approval by the Department of Justice and Consumer Affairs Victoria.

- 1.12 A "MONSU Caulfield Staff Member" is a full-time or permanent part-time employee of MONSU Caulfield or casual employee of MONSU Caulfield if they are acting in the position of Clubs Coordinator.

## 2. Affiliation

- 2.1 Clubs and Societies must be complete the incorporation process and follow the affiliation procedures outlined in the MONSU Caulfield Affiliation Kit.
- 2.2 Upon acceptance of affiliation with the MONSU Caulfield and approval of the club's Incorporation by Consumer Affairs Victoria, a Club or Society will be considered to be an affiliated club of MONSU Caulfield.
- 2.3 Continued affiliation with MONSU Caulfield is dependant on the club carrying out its operations in accordance with all MONSU Caulfield rules and regulations, and complying with the requirements of an incorporated entity.
- 2.4 A minimum of thirty (30) student members are required each year for a non-sporting club or society to affiliate with MONSU Caulfield, unless the Student Council Executive Committee provide an exemption on the basis that the group is unique to the campus.
- 2.5 Students wishing to establish a new club must first apply to be a Registered Group and then gain approval from the MONSU Caulfield Student Council Executive committee. Once a Club has been a Registered Group for at least 12 months and has at least 40 members it can apply to the Student Council Executive Committee to become affiliated.
- 2.6 If evidence is discovered which demonstrates that an Affiliated Club or Society is partaking in any illegal act or omission the Club or Society may have its Affiliation status immediately revoked by the MONSU Caulfield Student Council Executive Committee.
- 2.7 If an illegal act or omission is deemed to be accidental MONSU Caulfield Student Council President or Clubs Coordinator will issue a written warning giving the Club or Society 2 working days to cease the illegal activity. The Club or Society's MONSU Caulfield line account will be frozen until the matter is resolved.
- 2.8 If an illegal act or omission is a felony or deemed to be deliberate it will result in the following procedures taking place:
- The Club or Society will be immediately disaffiliated and notified of this in writing.

- MONSU Caulfield may inform the Victorian or Australian Federal Police of any evidence pertaining to any illegal act or omission on the part of the club committee or individual committee members.
- Disciplinary action could result in up to 100% of the annual club grant being withdrawn from the club line account.

### 3 Membership

- 3.1 A club's membership must consist of a minimum of 60% student members.
- 3.2 The minimum membership fee to be charged by all non-sporting clubs and societies will be announced by MONSU Caulfield at the start of each year. Clubs and Societies may choose to charge more than the minimum.
- 3.4 All Club and Society members must complete an Application for Membership Form upon their registration and they must pay the membership fee.
- 3.5 Executive committee members should be aware of medical conditions of club members so that the information can be provided to attending medical professionals if an accident or emergency occurs, e.g. allergy to penicillin, diabetes etc.
- 3.6 Membership/medical forms must be readily accessible when clubs and societies are on excursions or trips.
- 3.7 Membership must be non-discriminating and open to all Monash students except as outlined in Clause 3.8.
- 3.8 No MONSU Caulfield, Student Council Executive member, or the Student Council Clubs Representative may hold a committee position with any Club or Society.
- 3.9 Members of the Student Council Executive and MONSU Caulfield staff members shall receive non-financial membership privileges automatically to all clubs and societies.

### 4. Annual General Meetings

- 4.1 All Clubs and Societies must conduct an Annual General Meeting at which the committee is elected. The minutes of the Annual General Meeting must be submitted as part of the AGM Pack.
- 4.2 Only financial members shall be eligible to move motions, stand for office and vote at an Annual General Meeting of the Club or Society, keeping in line with Clause 3.8, 3.9, 9.1 and 9.2.

- 4.3 Quorum for an Annual General Meeting shall be a minimum of four (4) executive members and ten (10) other financial members.
- 4.4 Club executive committee members must present reports at the Annual General Meeting. Reports presented to members should include a report from the club President, Secretary and a club financial report from the Treasurer.
- 4.5 Clubs and Societies shall follow the procedures outlined in the MONSU Caulfield Clubs & Societies Administration Manual as a guideline to conducting Annual General Meetings, or instructions otherwise distributed by the MONSU Caulfield Clubs Officer or Clubs Coordinator.
- 4.6 Notice of an Annual General Meeting shall be posted on the MONSU Caulfield noticeboards specifying the place, day and time of the meeting at least two weeks before the date of the meeting (legal requirement). Clubs must also notify all members in writing as per the legal obligations of an Incorporated Association.
- 4.7 Clubs and Societies must notify their Club Mentor of the place, day and time of the Annual General Meeting at least two (2) weeks in advance.

## 5. Rules of Association

- 5.1 The Club Rules of Association, as submitted to Consumer Affairs Victoria upon Incorporation, governs the operations of a Club or Society.
- 5.2 Any changes to the club Rules of Association must be passed and included in the minutes of a General Meeting and submitted to Consumer Affairs Victoria as per the legal obligations of an Incorporated Association.
- 5.3 Any Club or Society that has a Statement of Purpose or Rules of Association that conflict with the rules and regulations of MONSU Caulfield will not be affiliated with MONSU Caulfield until the necessary changes have been made.

## 6. Power of Clubs and Societies

- 6.1 As an Incorporated Association, a club or society is a separate legal entity and can operate freely in accordance with the club's Rules of Association and Statement of Purpose. Clubs and Societies shall have the power to do all such things and acts conducive to the furtherance of the club/society aims and interests.
- 6.2 Clubs may operate independent of MONSU Caulfield in line with their Rules of Association however they will not be able to access the resources of

MONSU Caulfield. Clubs that do not follow the Requirements of Affiliation will forfeit privileges of affiliation and may be excluded from operating on campus.

- 6.3 MONSU Caulfield may investigate or direct any Club or Society, if it so desires. Clubs and Societies must comply fully with any MONSU Caulfield request or direction. The Student Council President, Finance Services Manager or Clubs Coordinator may take such a request or direction, in writing, to a Club or Society. The Student Council shall determine if any disciplinary action against a Club or Society or its executive members shall occur. Discipline may include disaffiliation.

## 7. Finance

- 7.1 Clubs and Societies finances will operate through loan accounts which are managed by MONSU Caulfield. This is accessible through payments at the MONSU Caulfield Level 2 Service Desk and withdrawals through club finance requisitions and purchase orders. Clubs cannot operate their own bank accounts.
- 7.2 If a Club or Society is found to be operating their own bank account, the club funds will immediately be frozen until the bank account is closed, and the bank account is presented to the Clubs Coordinator or Finance Services Manager of MONSU Caulfield. The matter will be referred to the Student Council for disciplinary action.
- 7.3 Clubs and Societies must not commit themselves to spending more money than is available in the club account. MONSU Caulfield will not cover losses incurred by a Club or Society.
- 7.4 All Club and Society expenditure must be approved at a club committee meeting where a voting quorum is present, via a motion being passed. The motion must be specifically recorded in the meeting minutes, including the amount approved and to whom the money is to be paid.
- 7.5 Two (2) Executive Committee Members from the same Club or Society must sign a Club Finance Requisition form and provide relevant receipts or invoices and minutes to access funds from the Club or Society account. Committee members cannot authorise reimbursements for themselves.
- 7.6 Club and Society account balances at the end of the calendar year will be carried forward to the following year.
- 7.7 Any Club or Society that lapses its affiliation for twelve (12) months or more, may have its MONSU Caulfield line account terminated.

- 7.8 Club and Society grants are distributed in line with the Non-sporting Club Grant Funding Policy of each calendar year.
- 7.9 For purchases of goods to the value of \$1000 or more, at least two (2) quotes from different suppliers must be obtained or clubs can operate through MONSU Caulfield's preferred suppliers. Any deviation from this requires permission from the Clubs Coordinator or MONSU Caulfield Student Council President.
- 7.10 Clubs may not pay for any costs associated with mobile phones from club funds, unless prior permission has been granted from the Clubs Coordinator, in exceptional circumstances.
- 7.11 It is expected that club committee members pay the full cost to attend club functions. If the committee feel it is appropriate for committee members to receive a discount, it must be approved by the relevant Club Mentor, the Clubs Coordinator or the MONSU Caulfield Student Council Executive Committee.
- 7.12 All assets and equipment of the Club or Society shall remain the property of MONSU Caulfield for use by the relevant Club or Society.
- 7.13 For insurance purposes the club must submit a current asset list with the Affiliation Kit and inform your Club mentor of any asset purchases throughout the year.
- 7.14 Sponsorship arrangements must be in line with the MONSU Caulfield Clubs and Societies Sponsorship Policy.
- 7.15 All goods purchased by MONSU Caulfield affiliated clubs should be purchased in Australia; that is, clubs cannot purchase items overseas or in a foreign currency and be reimbursed in Australian dollars from the club account, unless prior permission has been granted by the Clubs Coordinator or MONSU Caulfield Student Council Executive Committee.

## 8. Committee Meetings

- 8.1 Committee Meetings must be conducted in the format outlined in MONSU Caulfield Clubs and Societies Administration Manual or instructions otherwise distributed by the MONSU Caulfield Clubs Officer or Clubs Coordinator.
- 8.2 All agendas, minutes and attachments must be submitted to the relevant Club Mentor following each meeting.
- 8.3 Quorum for a club committee meeting shall be half (1/2) the Executive Committee plus one (1).

## 9. Committee Members

- 9.1 The President, Vice President, Secretary and Treasurer must be Monash student members of the respective club.
- 9.2 The Executive Committee of a Club or Society must comprise of at least six people, four of whom must hold the positions of the President, Vice-President, Treasurer and Secretary.
- 9.3 The members of the Executive Committee must be studying either part-time or full time on campus at least 2 days a week. If a Committee Member defers for a semester or more they must step down from the position so that a member studying on campus may take up the position in either an acting or permanent capacity.
- 9.4 Alumni and other members may hold Executive Committee positions, not withstanding Clauses 9.1, 9.2 and 9.3

## 10. Acknowledgments

- 10.1 Affiliated Clubs and Societies must acknowledge MONSU Caulfield Inc support by:
  - incorporating the MONSU Caulfield logo or "affiliated with MONSU Caulfield Inc." on all publicity and written material i.e. newsletters and posters
  - displaying MONSU Caulfield banners at events (where possible)
  - verbal acknowledgments at events
- 10.2 Failure to comply with By-law 10.1 will result in the following procedures taking place:
  - If evidence is discovered which demonstrates a failure to acknowledge the MONSU Caulfield a written warning will be issued to the club committee.
  - Two written warnings will be issued to the club committee before disciplinary action will be initiated against the club.
  - If the club fails to acknowledge MONSU Caulfield following the two written warnings, the matter will be referred to the Student Council Executive Committee for disciplinary action.
  - Disciplinary action could result in up to 20% of the annual club grant being withdrawn from the club.