



MONASH UNIVERSITY STUDENT UNION PENINSULA INC

Non-sporting Club and Society

Requirements of Affiliation

Updated 19/01/2021

Effective as of January 19, 2021

1 Definitions

- 1.1 "MONSU PENINSULA" shall hereafter mean MONSU Peninsula Inc.
- 1.2 "Club" or "Society" shall mean an incorporated association of people with a common objective, affiliated with MONSU Peninsula.
- 1.3 "Member" shall mean any person who 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 "Affiliation Process" shall mean the process by which a Club or Society engages in a formal agreement with MONSU Peninsula whereby the Club or Society agrees to abide by the Requirements of Affiliation and submit the requisite paperwork to MONSU Peninsula each year.
- 1.8 "Affiliated Club" shall mean a Club or Society that has completed the Affiliation process for the given year.
- 1.9 The "Incorporation Process" is the process by which an Affiliated Club becomes a non-profit incorporated entity through the assigning of a Public Officer, completion of the relevant paperwork and subsequent approval by Consumer Affairs Victoria.
- 1.10 "Incorporated Club" shall mean an Affiliated Club that has completed the Incorporation process.
- 1.11 "Registered Group" shall mean a Club or Society whose Registered Group Application has been approved by the MONSU Peninsula Student Council but has yet to complete the Affiliation Process for the given year.
- 1.12 A "MONSU Peninsula Staff Member" shall mean an employee of MONSU Peninsula who is responsible for the administration of the Clubs and Societies program.

2 Establishment

- 2.1 Students wishing to establish a new club or society must first apply to become a Registered Group using the Registered Group Application form.
- 2.2 The Registered Group Application must gain approval from MONSU Peninsula before the club or society can operate on the Peninsula Campus.
- 2.3 If evidence is discovered which demonstrates that a Registered Group is partaking in any illegal act or omission the Club or Society may have its Registered Group status immediately revoked by the MONSU Peninsula.
- 2.4 If an illegal act or omission is deemed to be accidental, MONSU Peninsula will issue a written warning. The Registered Group will be given two (2) working days to cease the illegal activity. The Club or Society's MONSU Peninsula line account will be frozen until the matter is resolved.
- 2.5 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 deregistered and notified of this in writing.
 - MONSU Peninsula 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 new clubs grant or any sponsorship grants received from MONSU Peninsula being withdrawn from the club line account.

3 Affiliation

- 3.1 Once a Club has been a Registered Group for the remainder of the calendar year in which it applied to MONSU Peninsula and has at least 10 members, it can apply to MONSU Peninsula Student Council to become affiliated.
- 3.2 After approval by MONSU Peninsula, Clubs and Societies must complete the Affiliation Process and follow the affiliation procedures outlined in the MONSU Peninsula Requirements of Affiliation.
- 3.3 Continued affiliation with MONSU Peninsula is dependent on the club carrying out its operations in accordance with all MONSU Peninsula rules and regulations, and complying with the requirements of an incorporated entity.
- 3.4 Once Clubs and Societies have reached Affiliated Club status, they must continue complying with MONSU Peninsula requirements.
- 3.5 If evidence is discovered which demonstrates that an Affiliated Club is partaking in any illegal act or omission, the Club or Society may have its Affiliated Club status immediately revoked by MONSU Peninsula.
- 3.6 If an illegal act or omission is deemed to be accidental, MONSU Peninsula will issue a written warning. The Affiliated Club will be given two (2) working days to cease the illegal activity. The Club or Society's MONSU Peninsula line account will be frozen until the matter is resolved.

3.7 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 deregistered and disaffiliated and notified of this in writing.
- MONSU Peninsula 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 any annual club grant received from MONSU Peninsula being withdrawn from the club line account.

4 Incorporation

4.1 Once a club or society has been an Affiliated Club for at least 12 months and has at least thirty (30) student members, it can apply to the MONSU Peninsula Student Council to become incorporated.

4.2 MONSU Peninsula will facilitate the incorporation process by assisting the Affiliated Club with the necessary paperwork and procedures as prescribed by Consumer Affairs Victoria.

4.3 Upon acceptance of affiliation with the MONSU Peninsula and approval of the club's Incorporation by Consumer Affairs Victoria, a Club or Society will be considered to be an Incorporated club of MONSU Peninsula.

4.4 If evidence is discovered which demonstrates that an Incorporated Club is partaking in any illegal act or omission, MONSU Peninsula will conduct a full investigation into the matter.

4.5 If an illegal act or omission is deemed to be accidental, MONSU Peninsula will issue a written warning. The Incorporated Club will be given two (2) working days to cease the illegal activity. The Club or Society's MONSU Peninsula line account will be frozen until the matter is resolved.

4.6 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 deregistered and disaffiliated and notified of this in writing.
- MONSU Peninsula will inform Consumer Affairs Victoria of any evidence pertaining to any illegal act or omission on the part of the club committee or individual committee members.
- MONSU Peninsula 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 any annual club grant received from MONSU Peninsula being withdrawn from the club line account.

5 Membership

5.1 A club's membership must consist of a minimum of 80% student members.

5.2 There are no minimum fees to be charged for membership. All Clubs and Societies must inform MONSU Peninsula of their membership fee at the start of each calendar year.

- 5.3 All Club and Society members must sign up as a member of their respective club and they must pay the membership fee.
- 5.4 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.
- 5.5 Membership/medical forms must be readily accessible when clubs and societies are on excursions or trips.
- 5.6 Membership must be non-discriminating and open to all Monash students except as outlined in Clause 5.7.
- 5.7 No MONSU Peninsula Student Council Executive member may hold a committee position with any Club or Society.
- 5.8 Members of the Student Council Executive and MONSU Peninsula staff members shall receive non-financial membership privileges automatically to all clubs and societies.

6 Annual General Meetings

- 6.1 All clubs must conduct an Annual General Meeting at which the committee for the following year is elected in Semester 2 of each year. The minutes of the Annual General Meeting must be submitted as part of the AGM Pack.
- 6.2 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 5.7, 5.8, 11.1 and 11.2.
- 6.3 Quorum for an Annual General Meeting shall be a minimum of four (4) executive members and ten (10) other financial members, unless there are extenuating circumstances.
- 6.4 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.
- 6.5 Clubs and Societies shall follow the procedures outlined in the MONSU Peninsula Clubs & Societies Handbook as a guideline to conducting Annual General Meetings, or instructions otherwise distributed by MONSU Peninsula.
- 6.6 Notice of an Annual General Meeting shall be posted on the MONSU Peninsula 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.

7 Rules of Association

- 7.1 The Club Rules of Association, as submitted to Consumer Affairs Victoria upon Incorporation, governs the operations of an Incorporated Club or Society.
- 7.2 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.
- 7.3 Any Club or Society that has a Statement of Purpose or Rules of Association that conflict with the rules and regulations of MONSU Peninsula will not be affiliated with MONSU Peninsula until the necessary changes have been made.

8 Power of Clubs and Societies

- 8.1 As an Incorporated Association, an Incorporated Club is a separate legal entity and can operate freely in accordance with the club's Rules of Association and Statement of Purpose. Incorporated Clubs shall have the power to do all such things and acts conducive to the furtherance of the club/society aims and interests.
- 8.2 Clubs and Societies are able to book free of charge MONSU Peninsula spaces and venues in accordance with the guidelines set out in the MONSU Peninsula Clubs & Societies Handbook.
- 8.3 Clubs and Societies are able to book free of charge Monash University spaces and venues in accordance with the guidelines set out in the MONSU Peninsula Clubs & Societies Handbook.
- 8.4 Clubs and Societies are responsible for leaving any booked space/venue to an acceptable manner, including furniture configuration, at the conclusion of their booking. MONSU Peninsula may take disciplinary action and recoup any costs from a Club or Society that is deemed necessary to restore any booked space/venue to its pre-booked state.
- 8.5 Clubs and Societies have access to free equipment hire through MONSU Peninsula as set out in the Clubs & Societies Handbook. All equipment will be returned to MONSU Peninsula at the conclusion of the booking.
- 8.6 MONSU Peninsula may take disciplinary action and recoup any costs from a Club or Society that is deemed necessary to restore any equipment hired that is returned damaged through malicious damage or deliberate misuse.
- 8.7 Clubs and Societies must adhere to all liquor and food handling regulations as set out in the MONSU Peninsula Clubs Handbook and as required by law. Clubs and Societies have a duty of care to ensure all members engaged in preparation & service of food and alcohol have completed the requirements set out in the MONSU Peninsula Clubs & Societies Handbook.
- 8.8 Clubs and Societies found to be in breach of the requirements for safe food handling or Responsible Service of Alcohol may be subject to further investigation and disciplinary action by MONSU Peninsula.

9 Finance

- 9.1 Clubs and Societies finances will operate through line accounts, which are managed by MONSU Peninsula. This is accessible through payments at the MONSU Peninsula Service Desk and withdrawals through club payment forms. Clubs cannot operate their own bank accounts.
- 9.2 If a Club or Society is found to be operating their own bank account, MONSU Peninsula will issue a written warning and escalate the matter where necessary.
- 9.3 Clubs and Societies must not commit themselves to spending more money than is available in the club account. MONSU Peninsula will not cover losses incurred by a Club or Society.
- 9.4 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.
- 9.5 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.
- 9.6 Club and Society account balances at the end of the calendar year will be carried forward to the following year.
- 9.7 Any Club or Society that lapses its affiliation for twelve (12) months or more, may have its MONSU Peninsula account terminated.
- 9.8 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 MONSU Peninsula.
- 9.9 All assets and equipment of the Club or Society shall remain the property of MONSU Peninsula for use by the relevant Club or Society.
- 9.10 Sponsorship arrangements must be in line with the MONSU Peninsula Clubs and Societies Sponsorship Policy.
- 9.11 All goods purchased by MONSU Peninsula clubs and societies should be purchased in Australian Dollars (\$AUD) or converted accordingly and will be reimbursed in Australian Dollars (\$AUD) from the club account.

10 Committee Meetings

- 10.1 Committee Meetings must be conducted in the format outlined in MONSU Peninsula Clubs and Societies Handbook or instructions otherwise distributed by MONSU Peninsula.
- 10.2 A record of all agendas, minutes and attachments must be kept, and produced to MONSU Peninsula when requested.
- 10.3 Quorum for a club committee meeting shall be half (1/2) the committee plus one (1).

11 Committee Members

- 11.1 The President, Vice President, Secretary and Treasurer must be Monash Peninsula student members of the respective club.
- 11.2 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.
- 11.3 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.

12 Acknowledgments

- 12.1 Affiliated Clubs and Societies must acknowledge the support of MONSU Peninsula by:
- incorporating the MONSU Peninsula logo or "affiliated with MONSU Peninsula Inc." on all publicity and written material i.e. newsletters and posters
 - displaying MONSU Peninsula banners at events (where possible)
 - verbal acknowledgments at events