

AFFILIATING YOUR CLUB



1. New Affiliation

Under the Clubs Council Affiliation policy, student groups wishing to affiliate with ANUSA must meet a number of requirements before they can become affiliate clubs or societies.

Requirements:

1. Constitution

Groups wishing to affiliate with ANUSA must have a constitution, which includes the following clauses or an adaptation that strictly has the same effect.

General Provisions

- "The Club is affiliated to the Clubs Council of the ANU Students' Association and anything in this Constitution which is inconsistent with the ANU Students' Association Clubs Regulations and Policies is null and void to the extent of that inconsistency."
- "The club must fulfil its obligations under the Association's Clubs Regulations."
- "The club can be dissolved by decision of the current membership at a general meeting, when the club ceases to operate due to no members being elected to the executive/trustee positions, the club ceasing to function through natural attrition, or by a resolution by the Council"
- "In the case of the club being dissolved any excess assets, property, funds or money remaining after all debts and liabilities are paid shall not be given to members but shall be given or transferred to the ANU Students' Association."
- "The assets and income of the Club/Society shall be used only for the promotion of the Club/Society's objectives and no portion may be paid or transferred directly or indirectly to members of the club/society except as:
 - i. bona-fide remuneration for services rendered by the members to the Club/Society,
 - ii. repayment of expenses incurred on behalf of the Club/Society,
 - iii. interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the clubs/society's bankers for money lent to the club/society, and
 - iv. bona-fide rent for premises let to the club/society"

Duties of Officer bearers

- In the event of a dispute between executive members of a club or between the executive and the members of the club, the President of the club has a duty to make it known to the parties to the dispute that an appeal can be brought to the Clubs Council for any decision made by a club's executive team.
- The Trustees of a club or society have a legal duty to ensure that that clubs funds are being used in the best interest of the club or society, which is to be viewed from the perspective of the club or society as an independent entity and not from the perspective of members of that club or society.

The Constitution must also grant reasonable power over the governance of the Club to the members of the Club specifically including:

- Provisions for the election of office-bearers by members
- Provisions for the removal of office-bearers by members
- Provisions for the direction of office-bearers by members
- Provisions for opportunities for members to perform the above i.e. general meetings

And finally describe the conditions for membership, specifically:

- That full membership is open to all members of ANUSA and PARSA.
- No fee for full membership can greater than \$20 for members of ANUSA or PARSA (unless a club or society applies for an exemption from the Council).
- Terms of duration for membership.

2. Finance

Affiliation requests must include an Australian Business Number (ABN) which is registered to the Club

Affiliation requests must include a bank statement which

- Lists the address as [CLUB NAME] ANU STUDENTS ASSOCIATION 17A STUDENT FACILITY BUILDING, AUSTRALIAN NATIONAL UNIVERSITY, ACTON ACT 2601
- Was provided within one month of the submission of the request
- Includes the current funds the Club possesses
- Trustees of the Bank Account

3. Trustees and Office Bearers

Affiliation requests must list three Trustees of the Association who are responsible for the organization and must include details of all elected office-bearers, including

- University ID
- Position

4. Membership

Affiliation requests must include a list of at least 15 members, with their names and university ID number noted down.

- Members must have consented to being listed.
- Members who are not members of the Association or PARSA do not count towards the required number.
- The list must have been updated within one month prior to the request being submitted.

5. Decency

No club may be affiliated if the purpose of the club is sexist, racist, homophobic or otherwise discriminatory.

6. Inaugural General Meeting

Groups wishing to affiliate must hold an Inaugural General Meeting, at which

- The Club is established by a resolution of the attendees, who become members.
- Office-bearers are elected, or provisions to elect office-bearers are made
- Minutes are taken and attendance is recorded, this must include the name and student ID of attendees.

Minutes of the General Meeting must be provided to the Council Executive as part of an affiliation request.

Process

A member of ANUSA (any undergraduate student) must make an affiliation request on behalf of the group. The Council Executive must approve the request if it fulfils all the above requirements and has not previously been disaffiliated from ANUSA. When submitting an affiliation request you may also nominate to join a Branch (See *Clubs Council* for explanation of Branches).

The Council Executive may waive any requirement besides those outlined in 5. Decency (No club may be affiliated if the purpose of the club is sexist, racist, homophobic or otherwise discriminatory)

If requirements have not been met the Council Executive will make reasonable efforts to notify the individual who submitted the request. After 21 academic days without response from that individual, the request may be denied.

After approval by the Council Executive, the individual who submitted the request will be notified, and the request must be presented at the next meeting of the Council.

Council Ratification

After approval by the Council Executive, the Council must consider whether the Club's existence is justified. Clubs should provide clear and observable benefit not already provided by an existing Club to the student population or a subset of students, and should in some way improve the culture of ANU campus.

If you have submitted a request to affiliate, you or a representative must attend the Council Meeting where you will speak to the motion to affiliate. This is your chance to show that your club provides a benefit not already provided by pre-existing club. It would be beneficial to your application to beware of similar clubs to your own and to be able to identify how your club is difference from those societies. For example, how your events will be different from those societies. You need not be a member of the Council to move a motion to affiliate and these motions do not require a seconder.

2. Re-Affiliation Request for Pre-Existing Clubs

In order to continue affiliation as a pre-existing club or society the following is necessary:

- Must have sent a Delegate or proxy to at least one Council Assembly Meeting in the year prior to the re-affiliation request year.
- Must have held at least one Ordinary General Meeting or an Annual General Meeting in the year prior to the re-affiliation request year.
- Should have notified the Council Executive of the Meeting at least five (5) Academic Days before the Ordinary General Meeting or an Annual General Meeting
- Must provide the following documentation to the Council when applying for re-affiliation:
 1. The most recent bank statement of the club or society;
 2. An up-to-date copy of the Club's Constitution;
 3. A list of at least 15 members, including university IDs, that were members of the club or society in the year prior to the re-affiliation request year.

4. Details of the current office-bearers including name and university IDs, including details of any elections or casual vacancies since the last report; and
5. Minutes of the AGM (see How to: Secretary) that records attendance, past and future activities of the club or society, that records the income and expenditure of the club or society and that

Failure to fulfil these requirements will result in a club or society being denied a re-affiliation request. Instead, that club or society must apply for a new affiliation request where they are required to justify their existence and demonstrate their committee in person to the Council, like any other new club or society.

3. Disaffiliation

A club which has been disaffiliated by the Council is no longer considered to be a club. It will not be granted any of the privileges that clubs receives by ANUSA or ANU. A disaffiliated club cannot apply for re-affiliation like another pre-existing club, but must instead apply for new affiliation where the Council will determine if the clubs existence is justified, like any other new club.

Disaffiliation will occur if

- Any Club fails to meet the requirements for continued affiliation.
- Any Club engages in discriminatory behaviour.
- Any Club dissolves or winds up in accordance with its own constitution.

The Council Executive may determine whether the conditions for disaffiliation have been met and will make reasonable attempts to notify the relevant members of the club. Contrary to this the Council may choose to preserve affiliation until the next meeting of the Council, by a two-thirds (2/3) majority vote. However preservation may not be used for a Club for which it has already been used in the same academic year.