

CLUBS COUNCIL AFFILIATION POLICY



1. Overview

1.1. Nature of this Policy

1.1.1. This Policy is made under section 5 of the Clubs Regulations of the Australian National University Students' Association to govern the affiliation of student groups to become Clubs.

1.2. Transitional Procedures

1.2.1. Clubs which were affiliated in 2016 by the Grants and Affiliations Committee will be considered affiliated under this policy.

1.3. Affiliation Procedure

1.3.1. The Council may affiliate student groups to ANUSA, at which point they become clubs.

1.3.2. Groups wishing to affiliate must meet requirements given in the Constitution, Clubs Regulations, and these policies.

1.3.3. Groups may be affiliated by a request made by a member of the Association on behalf of the group.

1.3.4. Upon receiving a request in compliance with these policies, the Council Executive must approve the request, unless

(a) The group has previously been disaffiliated from ANUSA.

1.3.5. The Council Executive may waive any requirement besides those given in section 1.5

(a) The waiving of requirements must be made clear to the Council at such a time as the affiliation request is presented to Council.

1.3.6. The Council Executive must, within a reasonable time, determine if the technical requirements have been met as stipulated in this document

(a) If the requirements in section 1.3 have not been met, the Council Executive must make reasonable efforts to notify the individual who submitted the request and inform them of the requirements

(b) If such attempts have been made over a period of 21 academic days without response from the individual submitting the request, the request may be denied.

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

1.3.8. Clubs which are affiliated will remain affiliated unless they

- (a) Qualify for disaffiliation under section 5

2. Requirements for Approval

2.1. Constitution

Groups wishing to affiliate must have a constitution which

- 2.1.1. includes the following affiliation clauses, or acceptable variation thereof:

- (a) "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."
- (b) "The Club must fulfil its obligations under the Association's Clubs Regulations."

- 2.1.2. includes the following dissolution clauses, or acceptable variation thereof:

- (a) "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, or the club ceasing to function through natural attrition."
- (b) "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."

- 2.1.3. Includes the following non-profit clause, or acceptable variation thereof:

- (a) "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"

2.1.4. Grants reasonable power over the governance of the Club to the members of the Club, specifically including:

- (a) Provisions for the election of office-bearers by members
- (b) Provisions for the removal of office-bearers by members
- (c) Provisions for the direction of office-bearers by members
- (d) Provisions for opportunities for members to perform the above i.e. general meetings

2.1.5. Describes conditions for membership, specifically:

- (a) That membership be open to all members of the Association and PARSA.
- (b) No fee for membership greater than \$20 for members of the Association or PARSA.
- (c) Terms of duration for membership.

2.2. Finance

2.2.1. Affiliation requests must include a bank statement which

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

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

2.3. Trustees and Office Bearers

2.3.1. Affiliation requests must list three Trustees of the Association who are responsible for the organization.

2.3.2. Affiliation requests must include details of all elected office-bearers, including

- (a) University ID
- (b) Position

2.4. Membership

2.4.1. Affiliation requests must include a list of at least 15 members.

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

2.5. Decency

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

2.6. Inaugural General Meeting

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

- (a) The Club is established by a resolution of the attendees, who become members.
- (b) Office-bearers are elected, or provisions to elect office-bearers are made
- (c) Minutes are taken and attendance is recorded.

2.6.2. Minutes of the General Meeting must be provided to the Council Executive as part of a request to affiliate

2.6.3. Attendance of the General Meeting, including the name and student ID of attendees.

3. Requirements for Council Ratification

3.1. Justification of Existence

3.1.1. The Council must, when presented with approved affiliation requests by the Council Executive, consider whether the Club's existence is justified.

3.1.2. Clubs should provide clear and observable benefit to the student population or a subset of students, and should in some way improve the culture of ANU campus.

3.1.3. A Club should provide some benefit not provided by any existing Club, or provide benefit to students not provided that benefit by any other club

3.2. Attendance

3.2.1. The individual who submitted the request or their representative must attend the Council Meeting at which the ratification is being discussed, and must speak to the motion to affiliate.

4. Continued Affiliation

4.1. AGM & Annual Reports

4.1.1. Clubs must hold at least one General Meeting each year, an Annual General Meeting (AGM).

4.1.2. Clubs must notify the Council Executive of the Meeting at least five (5) Academic Days before the AGM

4.1.3. AGMs must include details of

- (a) The financial status of the Club and an expenditure report; and
- (b) The continued activities of the Club.

4.1.4. A report confirming the content and occurrence of the AGM must be provided to the Council Executive, including

- (a) a bank statement confirming the current funds of the Club;
- (b) details of the club's affairs as described in section 4.1.3;
- (c) an up-to-date copy of the Club's Constitution;
- (d) an up-to-date list of members including university IDs;
- (e) record of attendance at the AGM;
- (f) minutes of the AGM; and
- (g) details of the current office-bearers including name and university IDs, including details of any elections or casual vacancies since the last report.

4.2. Attendance at Council Meetings

4.2.1. Clubs should send a Delegate or proxy to one Council Meeting each term.

- 4.2.2. Clubs may not go three consecutive Council Meetings over a period of two teaching periods without a Delegate in attendance.

5. Disaffiliation

5.1. Disaffiliation Process

- 5.1.1. The Council Executive may determine whether the conditions for disaffiliation have been met.
- 5.1.2. A Club which is disaffiliated is no longer considered a Club, or be granted any of the privileges Clubs receive. Records will be preserved, but the Club may not 're-affiliate' or return, any previous members or elected officials wishing to fulfil the objects of a disaffiliated club must begin the process of Affiliation as any new Club would.
- (a) The Council Executive must make reasonably attempts to notify the office-bearers and members of the Club.
- 5.1.3. The Council may choose to preserve affiliation until the next meeting of the Council, contrary to section 5.1.1, by a two-thirds (2/3) majority vote.
- (a) This preservation may not be used for a Club for which it has already been used in the same academic year.

5.2. Causes of Disaffiliation

- 5.2.1. Any Club failing to meet the requirements detailed in section 4 will be disaffiliated.
- 5.2.2. Any Club engaging in discriminatory behaviour will be disaffiliated.
- 5.2.3. Any Club which dissolves or winds up in accordance with its own constitution will be disaffiliated.