

# CLUBS COUNCIL REGULATIONS



## 1. Interpretation

In these Regulations and in any Council Policy, unless the contrary intention appears:

Council means the Student Clubs Council as defined in the Constitution.

Delegate means a person nominated by a Club to represent that Club on the Council.

Meeting refers to a quorate meeting of the Council.

Council Policy means a policy passed by the Student Clubs Council.

Branch means a number of Clubs grouped according to a shared quality for the purposes of policy and representation.

## 2. The Student Clubs Council

### 2.1. Transitional Procedures

2.1.1. The Grants and Affiliations Regulations of the Association continue in force as at 22 September 2016 until the first meeting of the Student Clubs Council.

2.1.2. The Social Officer of the Association is deemed to be the Chair of the Council Executive until the Council Executive decides otherwise.

2.1.3. All student groups affiliated with the Association as at 22 September 2016 are deemed to be affiliated Clubs for the purposes of these Regulations for the duration of the 2016 Academic Year.

### 2.2. Meetings

2.2.1. The Council must meet at least once every Teaching Period.

2.2.2. Meetings are to be called by the Chair.

2.2.3. At least seven (7) days' notice of a Council meeting must be provided to Delegates.

2.2.4. The Chair must call a Council Meeting within ten (10) Teaching Days of being presented with a petition signed by at least ten per cent (10%) of Delegates.

2.2.5. Quorum for a meeting of the Council is one-third of all Delegates.

2.2.6. Meetings must be advertised by means sufficient such that all Clubs can reasonably be made aware of the meeting.

2.2.7. The Standing Orders Regulations that apply to General Meetings of the Association apply to meetings of the Council, notwithstanding any modifications laid out by these Regulations or Council Policies.

2.2.8. For the purposes of the Standing Orders, the Chair of the

Council Executive is the Chair of Council Meetings.

### 2.3. Delegates

- 2.3.1. One Delegate from each Club must be declared and appropriately identified:
  - (a) at the time of affiliation each Academic Year; and
  - (b) from time to time as required under these Regulations or any Council Policy.
- 2.3.2. The Delegate of a Club must be:
  - (a) a member of the Club they represent; and
  - (b) a member of either the Association or PARSA.
- 2.3.3. A Delegate may nominate a proxy for the duration of a Council meeting, who will hold all of the powers and duties of the Delegate.
  - (a) The Delegate must provide a written statement nominating the proxy by name and university ID at least one hour before the Meeting.
  - (b) A proxy for a Delegate must meet the requirements for Delegate status under section 2.3.2.
- 2.3.4. Delegate status may be conferred by a general meeting of the Club. In the event that the general meeting of a Club votes to transfer Delegate status:
  - (a) the Club must write to the Council Executive declaring and identifying the incoming Delegate; and
  - (b) minutes of the general meeting must be kept to confirm the conferral of Delegate status.
- 2.3.5. Members of the Council Executive cannot be Delegates. Upon election to the Council Executive, Delegate status is revoked and the Club must nominate a new Delegate in accordance with section 2.3.4.
- 2.3.6. A list of current Delegates will be maintained by the Office Administrator of the Association, or their nominee.

### 2.4. Branches

- 2.4.1. There are to be Branches of the Council, which contain similar Clubs.
- 2.4.2. Upon requesting affiliation, a Club may nominate to join a Branch.
- 2.4.3. Clubs in a Branch may be subject to affiliation and funding requirements specific to that Branch in accordance with Council Policies, provided those requirements are not inconsistent with the Constitution or these Regulations.

- 2.4.4. A club wishing to change Branch must submit a written application to the Council Executive as if making a new affiliation request.
- 2.4.5. There may be a maximum of 10 branches.

### 3. THE COUNCIL EXECUTIVE

#### 3.1. Duties

- 3.1.1. The Council Executive shall, in accordance with these Regulations and the Council Policies:
  - (a) process and determine eligibility of affiliate requests;
  - (b) present reports to Council on the administration of the Council;
  - (c) review Council policy and propose changes as necessary.

#### 3.2. Membership

- 3.2.1. The Council Executive consists of the following elected members who must be either a member of the
  - (a) Association or PARSA;
  - (b) one Officer from each Branch;
  - (b) the Chair;
  - (c) the Secretary;
  - (d) the Funding Officer;
  - (e) the Community Officer; and
  - (f) up to five (5) General Officers, the number to be determined by the Council from time to time.
- 3.2.2. The Council Executive consists of the following ex-officio members:
  - (a) the Treasurer of the Association;
  - (b) the Social Officer of the Association;
  - (c) two (2) members appointed by PARSA; and
  - (d) staff members appointed in accordance with section 17(9) of the Constitution.

#### 3.3. Voting

- 3.3.1. All members appointed under section 2.2 are voting members of the Council Executive, with the exception of staff members appointed under section 2.2.2(d) who are non-voting members.

#### 3.4. Duties of the Chair

- 3.4.1. The Chair will:
  - (a) provide leadership, governance and policy direction to

the Council and the Council Executive;

- (b) chair meetings of the Council;
- (c) arbitrate disputes within and between Clubs;
- (d) report to SRC on behalf of the Student Clubs Council;
- (e) advocate for the interests of Clubs at all levels; and
- (f) liaise with the ANUSA staff on the Council Executive with respect to the administration of funding and affiliation.

### 3.5. Duties of the Secretary

#### 3.5.1. The Secretary will:

- (a) assume any duties of the Chair deemed necessary by the Council Executive;
- (b) ensure the Council policies are clear, consistent and appropriate;
- (c) ensure that the minutes of meetings of the Council and Council Executive, including a basic summary of discussion, are recorded, retained and published on the Association's website;
- (d) prepare, authorise and release all notices of the Council;
- (e) have the power to interpret the Clubs Regulations and Council Policies, except that where the Secretary's interpretation is inconsistent with that of the General Secretary of the Association, the Secretary's interpretation is invalid to the extent of that inconsistency;
- (f) monitor the adequacy of the Council's communications, and ensure that all Delegates are reasonably informed of matters relating to the Council;
- (g) ensure frequent consultations occur and that Clubs are sufficiently informed of Council Policies; and
- (h) provide leadership on policy relating to the function of the Council, Council Executive, and other internal governance matters.

### 3.6. Duties of the Funding Officer

#### 3.6.1. The Funding Officer will liaise with the Treasurer and Financial Officer of the Association to ensure adequate records are kept with respect to:

- (a) the financial affairs of the Council;
- (b) the Council's budget and expenditure; and

(c) audits of the Council conducted as required under the Constitution.

3.6.2. The Funding Officer will provide leadership on policy relating to the granting of funds to Clubs.

### 3.7. Duties of the Community Officer

3.7.1. The Community Officer will:

- (a) provide training for the executives or other relevant leadership of Clubs;
- (b) facilitate the collaboration of Clubs, on events and otherwise in productive interactions;
- (c) assist the Chair in managing disputes between and within Clubs; and
- (d) provide opportunities for Club executives or other relevant leadership of Clubs to network in a social environment.

### 3.8. Duties of the Branch Officers

3.8.1. The Branch Officers will:

- (a) advise and assist in the creation and modification of Council Policies;
- (b) represent the interests of their Branch to the Council Executive;
- (c) assist the Council Executive in any other ways necessary; and
- (d) report to the Chair on a regular basis concerning the status of their Branch.

### 3.9. Removal

3.9.1. Council Executive members may be removed by a two-thirds majority vote at a meeting of the Council, provided that meeting has a quorum of at least seventy-five per cent (75%) of Delegates.

3.9.2. Section 3.9.1 does not apply to Council Executive members whose membership is conferred under section 3.2.2.

## 4. ELECTIONS

### 4.1. Elections of the Council Executive

4.1.1. The Council must hold elections for the Council Executive no later than the first Council meeting in the fourth Teaching Period of each year.

### 4.2. Returning Officer

4.2.1. For each election, the General Secretary of the Association shall appoint a Returning Officer who must not be a

candidate at the election.

- 4.2.2. In the event that the Returning Officer is unable to perform their duties, the General Secretary shall appoint a new Returning Officer.

#### 4.3. Nominations

- 4.3.1. Nominations shall be made in whatever form the Returning Officer deems appropriate. Candidates shall self nominate.
- 4.3.2. The Returning Officer shall open nominations at least ten (10) Teaching Days prior to the election, and shall set a time for close of nominations no earlier than five (5) days after opening nominations. The Returning Officer shall make all reasonable efforts to communicate notice of the opening and closing times for nominations to all Delegates.
- 4.3.3. The Returning Officer shall reject nominations:
- (a) that appear to be false;
  - (b) where the nominee is ineligible for the position(s) for which they have nominated; or
  - (c) where the nomination was lodged after the close of nominations (unless exceptional circumstances apply, as determined at the discretion of the Returning Officer).
- 4.3.4. The Returning Officer shall reject any incomplete nominations, but may assist the candidate to complete their nomination correctly and accept the completed nomination after the close of nominations.
- 4.3.5. A candidate may withdraw their nomination at any time, up to one hour before polls open in the election.
- 4.3.6. If a candidate nominates for multiple positions to be elected at the same election, they shall list their order of preference for their preferred position in the event that they win more than one of the positions.
- 4.3.7. In the event that there are insufficient nominations for a position or set of positions by the close of nominations, the Returning Officer shall, if practicable, extend the close of nominations. If it is impracticable to extend the close of nominations, a subsequent meeting of the Council may be held after the election to appoint members to any positions remaining unfilled.

#### 4.4. Conduct of Election

- 4.4.1. The election shall be conducted by the Returning Officer

with such assistance as they deem necessary.

4.4.2. The casting of votes shall be conducted by way of secret ballot and may be conducted either on paper, or electronically using a program approved by the Returning Officer. For the purposes of this section:

- (a) the appearance of the ballot, and the process by which votes are cast, are to be determined by the Returning Officer at their discretion; and
- (b) the Returning Officer may rely on relevant provisions of the Election Regulations for guidance in determining the appearance of the ballot and the process by which votes are cast.

4.4.3. The counting of votes may be conducted either by hand, or electronically using a program approved by the Returning Officer. For the purposes of this section:

- (a) the procedure for counting votes is to be determined by the Returning Officer at their discretion; and
- (b) the Returning Officer may rely on Schedule A to the Election Regulations for guidance in determining the procedure for counting votes.

#### 4.5. Eligibility to Nominate

4.5.1. Any member of the Association or PARSA is eligible to nominate for any position.

#### 4.6. Eligibility to Vote

4.6.1. Only Delegates to the Council may vote in elections.

4.6.2. Voting rights for elections are the same as voting rights for the Council.

4.6.3. Only Delegates of Clubs within a Branch may vote for the Branch Officer of that Branch.

4.6.4. The Returning Officer must make all reasonable efforts to ensure that only those eligible to vote for a position cast a vote in the election of that position.

#### 4.7. Results of Election

4.7.1. In the event that the results of the count show that a candidate is elected to more than one position, they shall be elected to whichever of those positions is ranked highest on their list of preferences, and the votes for any lower-ranked positions shall be recounted with the candidate excluded. This process shall be repeated if necessary until no candidates are elected to more than one position.

4.7.2. The Returning Officer shall release the names of the members elected as soon as possible after the counting of votes.

4.7.3. The Returning Officer must retain a record of votes cast in the election for up to twelve (12) months after the election.

#### 4.8. Disputes

4.8.1. Any disputes regarding the results of the election may be dealt with at a General Meeting of the Association. In the event of violations of these Regulations or other misconduct or unfair behaviour that may have affected the result of an election, a General Meeting of the Association may, by resolution carried by two-thirds of members present and voting, declare the results of the election to be invalid, and a new election shall be held in accordance with the resolution.

#### 4.9. Casual Vacancies

4.9.1. In the event of a casual vacancy arising on the Council Executive, the Council Executive may appoint a member to fill the vacancy.

4.9.2. A member may only fill a casual vacancy if they are eligible to be elected to the position for which the vacancy has arisen.

#### 4.10. Terms

4.10.1. Council Executive members are elected for the period beginning 1 December and ending 30 November the following year.

### 5. COUNCIL POLICIES

5.1.1. There are to be Council Policies which may govern any matters not covered in these Regulations or in the Constitution of the Association.

5.1.2. Anything in the Council Policies which is inconsistent with these or other Regulations, the Constitution or Policies of the Association is null and void to the extent of the inconsistency.

5.1.3. Council Policies may be created or amended by a majority decision of the Council.

5.1.4. In such cases that the Constitution, these regulations, and the Council Policies are silent, the Council Executive has discretion to make decisions.

### 6. FUNDING

#### 6.1. Monetary Grants and Non-Monetary Support

6.1.1. Clubs may make an application for a monetary grant.

6.1.2. Clubs must submit a budgeted proposal, including relevant

- evidence of expenses, to the Council Executive prior to the event, outlining the costs for which the grant is required. Grants are to be paid retrospectively upon reconciliation of the proposal to the Council Executive.
- 6.1.3. Grants may be paid prospectively of an event, if in the opinion of the Council Executive, retrospective payment would place undue burdens upon the Club.
- (a) All grants made under this section must be reconciled with the Council Executive by the trustees of the receiving Club within three weeks after the event for which the grant was received.
  - (b) The Council Executive may provide an extension of no more than four (4) weeks where a Club or society cannot reconcile due to circumstances beyond their control.
  - (c) In the event of a grant not being reconciled within the given period, the Council Executive may suspend the Club's affiliation until accounts are reconciled.
- 6.1.4. New Clubs may make an initial application for a grant not exceeding \$200, which may be paid prospectively at the discretion of the Council Executive. Such a grant may only be awarded for a proposed event, the purpose of which is to solicit membership.
- 6.1.5. Monetary grants may only be approved for a single activity.
- 6.1.6. Clubs will not receive funding for profit-making ventures, but may apply for a loss guarantee.
- 6.1.7. The Council Executive must not consider an application for a loan to a Club under any circumstances.
- 6.1.8. The Council Executive may approve, or partly approve, any application for a monetary grant which it believes will bring benefits to students at the University.
- 6.1.9. In determining the level of grant to be awarded, the Council Executive should take into account:
- (a) the intrinsic value of the Club (or the specific event for which funding is being requested) to the University and in particular to the student population;
  - (b) the contribution made by the Club (or the specific event for which funding is being requested) to university life and the University's public profile;
  - (c) the degree of self-help (e.g. sponsorship) undertaken

- by the Club;
- (d) the degree of membership support through membership fees and members' financial contribution to events;
  - (e) the number of participants taking part in or benefiting from the activity/event for which funding is being requested;
  - (f) the efficiency with which the Club operates;
  - (g) the extent of publicity of events;
  - (h) the extent to which the activity/event furthers the aims of the Club; and
  - (i) any such reasonable criteria as the Council Executive deems appropriate.

6.1.10. No affiliated Club may receive more than 9% of the total Council Executive budget in any given year.

#### 6.2. Payment of Grants

- 6.2.1. The payment of monetary grants to Clubs must be made by a cheque transfer of the Association's funds to the bank account of the relevant Club.
- 6.2.2. The trustee receiving the cheque must sign a declaration undertaking that the money has been spent in the fashion agreed to by the Council Executive.

#### 6.3. Non-Monetary Support

- 6.3.1. The Council Executive may choose to make available to Clubs certain non-monetary resources, such as photocopying, stationery or mail facilities.
- 6.3.2. The Council Executive must establish guidelines for the allocation of these facilities to deserving Clubs.
- 6.3.3. The cost of providing these facilities must be met from the Council Executive budget.

### 7. AFFILIATION

- 7.1.1. The Council may affiliate student groups to the Association.
- 7.1.2. Student groups wishing to affiliate must make an affiliation request to the Council Executive each Academic Year in accordance with the requirements set out in these Regulations or Council Policies.
- 7.1.3. Upon receiving an affiliation request, the Council Executive must:
  - (a) determine, in liaison with the student group, which Branch the student group belongs to; and

- (b) determine whether the affiliation requirements have been met, including any additional affiliation requirements to Clubs of that particular Branch.
- 7.1.4. Where the Council Executive determines that an affiliation request satisfies the requirements for affiliation, the Council Executive must forward the affiliation request to the Council for ratification by a majority vote of the Council. No student group is to be affiliated without ratification by Council.