

## **AGENDA - ANU CLUBS COUNCIL MEETING 1 2018 (CCM 1)**

Tuesday 13th March 2pm, Finkel Theatre, JCSMR



### **Item 1: Meeting Opens and Apologies**

1.1 Acknowledgement of Country

1.2 Apologies

### **Item 2: Standing Orders Explanation**

### **Item 3: Acceptance of Previous Meeting's Minutes and Matters Arising**

### **Item 4: Executive Reports**

4.1 Chair's report (L. Pope) [Reference A]

4.2 Secretary's Report (H. Maclean) [Reference B]

4.3 Funding Officer's report (I. Fulton) [Reference C]

4.4 Community Officer's report (M. Segaram) [Reference D]

4.5 Affiliation Officer's Report (M. Mottola) [Reference E]

4.6 Communication Officer's Report (J. Baker) [Reference F]

4.7 Branch Officer's Report (L. Kightly, J. Tjandra, L. Iervasi, N. Cummins, S. Hey-Man Griffiths, S. Ruan) [Reference G]

4.8 General Officer's Report (J. Mildren, O. Chiu, M. Stuckey) [Reference H]

### **Item 5: Ratification of Approved Affiliations and Motions to Affiliate**

5.1. Ratification of provisional affiliations

5.2. Ratification of affiliations approved by the council executive

5.2.1 Business and Economics Student Association

5.3. Motions to affiliate, approved by the Affiliations Officer

5.3.1 ANU Muslim Students' Association

5.3.2 The Australian National University Law Revue

5.3.3 Engage: University Outreach

5.3.4 The Australian National University Disney Society

5.3.5 The Australian National University Photography Club

5.3.6 ANU Chinese Students and Scholars Association

5.3.7 Sol Invictus Student Society

## **Item 6: Discussion Items/Motions on Notice**

6.1 *Associate Affiliations*- Affiliation Policy Amendment CCM1/2018 (No 1). [Reference I]

Moved- Lewis Pope

Seconded

6.2 *Political Clubs*- Branch Policy Amendment CCM1/2018 (No 1), Affiliation Policy Amendment CCM1/2018 (No 2) [Reference J]

Moved- Howard Maclean

Seconded

6.3 *Removal of Attendance Lists*- Funding Policy Amendment CCM1/2018 (no 1). [Reference K]

Moved: Ian Fulton

Seconded:

## **Item 7: Other Business**

## **Item 8: Meeting Close**

The next meeting of the Students' Clubs Council will be held in Term 2 of 2018.

Expected Close of Meeting: 4pm

## **Minutes**

**Item 1:** Meeting opened at 2:12PM

1.1 Welcome to Country given

1.2 Apologies and attendance deferred to minute release by decision of the chair.

### **3.0 Acceptance of previous meeting's minutes and matters arising.**

Chair decides that the previous club's council does not constitute a previous meeting of the current one and acceptance of minutes does not need to pass.

### **4.1 Chair's Report**

Report as read, except Joel Baker is on indefinite leave due to personal circumstances, and Jacob Mildren and Osman Chiu have stepped up as acting communication officer jointly.

Question: Jason Pover (Observer): You said that positions are not yet remunerated due to "various reasons", care to elaborate.

Answer: It's due to a combinations

Moved: Science communication society.

Passed on the Ayes.

### **4.2 Secretary's Report**

Flagging live streaming cc meetings-

Q. Jason Pover - Exec small and plenary meetings- concern elected officials wont have voices heard if broken up

Answer: Small group - key administrative roles - very difficult to get all 20 members of the Executive in one place at a time. Small meetings about administrative and procedural matters. No decisions made at a small level that can't be changed at a plenary

Moved: Matthew Mottola

Seconded Georgia Kate

Passes on the ayes.

### **4.3 Funding Officer's Report.**

Report as read.

Will flag funding. The module being developed by MSL is still not ready, a testable module is available and we have sent off final feedback a few days ago, haven't heard anything back from MSL. Don't worry about spending money, you will be able to get money for events that have already happened, we will be able to reimburse

Question: Do we have a date.

Ian: We do not. It could be as early as tomorrow, or any time in the next couple of weeks. I hope it is soon, but we can't say for sure. MSL is a london company.

Question: I feel that this is not satisfactory, we need funding soon, a delay of a few more weeks.

Question amended by the chair: Do you think it is time to implement a stop gap interim measure.

Ian: Things may have already moved, we can't communicate with MSL directly, that needs to go through ANUSA. I do have a Jotform duplicate from last year ready to go, but was waiting on that final measure of things from MSL.

Skanda: Why do you need to go through another part of ANUSA? Is this in regards to Media Policy?

Chair moved to Mariana

Lewis [fielding question]: No it's not due to media policy, MSL is not a media company. Not appropriate for us to handle representations with an external contractors, and it's not logistically possible due to the fact that MSL is an ANUSA wide project that needs other input.

Motion Passed with two abstention, (One Noted, Samuel Smeele from DinSoc)

### **Item 4.4 Community Officer**

Report as read, except we have another training event on this coming saturday sorry for the short notice we've just been liaising with the company overpayment, it's professional training for executives, and includes networking and other skills.

It is entirely covered through ANUSA. Will be food come this saturday.

Question Karla (Genlife): Any opportunities for trainings like this on times.

Answer: yes absolutely, but a whole load of events have been day long events, and weekends are best for those for multiple reasons including venue hire. Can look at doing smaller and briefer ones if there is interest.

Question: Harry Vinter: Will there be a financial training session on the module.

Mariana: It is a simple system, but if there is interest we will run a session. Otherwise email sa.clubs@anu.edu.au

Motion passed on the ayes.

#### **Motion 4.5 Affiliation Officer's Report.**

Firstly thank you everyone for your patience. There are a lot of clubs that this has taken some time. Everyone who has submitted a jotform that has no issues has been notified. Everyone who has an issue has been notified.

If you feel like this is taking too long, feel free to send an email.

No questions

Moved: Harry Vinter

Seconded: Mariana

Motion passed on the ayes.

#### **4.5 Communication Officer's Report**

Not received due to leave

#### **4.6 Branch Officer's Report**

Lauren: Report as read, no questions

Lily: Report as read, just wanted to flag getting lighting people.

Seren: Report as read.

Shirley: Discipline Branch Officer, report as read, at the moment I have yet to make contact with all the clubs. If you are part of a club please put your names down.

Question: Jason (Pover)

I have a question for the political branch officer. It refers to the first two sentences of the political branch officer report.

“I have continued investigating how political clubs at other universities have secured funding. Some in Queensland have taken the funding question into their own hands, through fundraising or seeking donors.”

How consistent is this with SSAF legislation?

Question taken on notice.

Question from Vgen- why is there no Faith and Religion Report.

Question taken on notice for Jonathan Tjandra.

Passed.

### **General Officer's Reports:**

Taken as read, passed on the ayes.

### **5: Affiliations**

Lewis explains the nature of the three different categories.

#### **5.1 - No 5.1 Affiliations.**

#### **5.2 Affiliations- BESA**

BESA

Question from Katherine Stewart to the President of BESA: Don't we already have a club that does this.

Answer: We're not looking at the traditional space, we really want to look at startups and international firms which is not a focus of a lot of those other clubs. We really want to have an international student focus.

Question about the Society:

Can you give an example about the specific events or services that you plan on running?

Answer: We want to do workshops with academics on how students can better deal with paradigm shifts within the commercial world. We want to hold an introduction class to coding and working with AI, so that when they go to the workforce they already have skills.

Question: Jamie (Kpop): I feel like the name is a bit too broad if your focus is about international students employment opportunities, but we believe that we needed a broad name to get students interested, because we couldn't come up with a more specific name. We got a lot of signups on market day.

Question: GenLife- What makes you different from AEFEC, ANUCC etc?

Answer: We aren't interested in the same areas they are in, we're not interested in the big firms that the other societies are we're more interested in smaller more entrepreneurial firms.

Question: Katherine Stewart- Is there a technical mechanism for us to ratify an affiliation subject to a name change.

Lewis: There is nothing specifically attaching, howard?

Howard: I'd need to consult with policy I can't make an immediate interpretation that.

Katherine: Well this does seem to be a society that looks a lot like others, and the clubs council shouldn't ratify.

Lewis: This refers to section 3.1

Motion: That this matter lie on the table till other business.

Moved: Katherine.

Seconded: [Unrecorded but it happened]m

Passed on the ayes.

### **5.3 Motions to affiliate.**

Lewis sets out procedurally how this will work. The seven clubs are the muslim student association, the law revue, the disney society, engage.

Question: Ask about CSSA- I'm well attached to ACYA, I just wanted to see the difference between the two societies.

Answer: It is a separate group, and is different.

Follow up: What events have you held that are different.

Answer: We have held events at O-week and elsewhere.

Follow Up: I just feel that we're having a similar problem to two societies being quite similar.

Question: From Sam Smeele, (DinSoc)- What is your relationship to the Chinese Embassy.

Answer: We don't have a relationship with the government.

Jason Pover: Alex Joske has accused your society of silencing students and monitoring students.

Answer: We're just a student group and do not govern students or monitor students.

Jamie: What services do you provide.

Answer: We provide a brochure to help people adjust to campus life.

Jason: More a question to the Affiliation Officer or Secretary- is it

Question: Michael Ma from ACYA: Is it part of the National Network of the CSSA is part of the national network.

Question: sol invictus - what can people gain- open to anyone, a team is then selected after that?

Howard: Discloses that he was a member of Sol Invictus Last year and details what they are.

Q. Katherine- Why affiliate with cc and not any sport? - like a tennis team. Seems like the bulk of members don't get the full benefit of the team?

Q. /statement - Performance club- ie. arts revue much the same as sol invictus Georgia Kate.

CSSA withdrawn from the affiliation list (Katherine Stewart).

Affiliation moved en bloc for others.



Moved: Katherine Steward  
Seconded: Matthew Mottola

Passes on the ayes.

### **5.3.1 CSSA to be voted on individually.**

CSSA President to speak (3 minutes)

Thanks for your patience. The reason why we want to affiliate to ANU students association is that we want to help our students acclimatise to ANU. We have held the mid autumn festival gala and a sports events. We have 200-300 chinese students joining our group. [Details objectives]

Mathew M to second: the CSSA has been very responsive to our emails, is compliant in every way shape and form.

Michael Ma to Speak: I'm the president of ACYA this year. The purpose of ACYA is more so to engage Australian students in china and engage students in the Australia China space, the CSSA appears to be used more to integrate chinese students into Australian society. That's all I wanted to say.

Question: Jason Pover: During the ISD elections last year, the CSSA endorsed a candidate of the Fusion Ticket, will the CSSA be avoiding involving itself in ISD elections in the future.

Answer: Definitely not, we do not want to get involved in that political space.

Question: Marko (SAlt)- Is that question related to the current question of whether a club can be affiliated.

Lewis: This is probably in relation to the fact that

Motion: Charish Tay (SEAsoc) (Proxy)

Abstentions: Kate Stewart (SADS), Marni (Law Revue) , Georgia (NUTS), Alia (Association of Defence and Security studies).

### **6.1 Associate Affiliations**

Moved: Lewis  
Seconded: Howard

Lewis: Firstly I'll talk about what the content and purpose of this is to allow student groups who ANUSA thinks that widely contribute to student life to gain limited privileges, (venue hire and insurance and voting). These entities can't meet with

Howard- interhall arts committee etc cannot meet membership and ... requirements  
Can now access venues etc though not getting funds from anusa

Friendly amend to make the passing of such a policy conditional on the consistency of it with the Regulations and Constitution.

Question: Kate Stewart: If this is intended for halls, does that restrict others from applying, and what is happened if it's found unconstitutional.

Answer: It would be open to other entities, it is a fairly onerous test though so we suspect this will be less used. If this is declared unconstitutional, we will move to amend things, if thing do not change, it will not pass.

Motion Put:

Passed on the ayes.

[Secretary's Note- The Associate Affiliation Policy Amendments were found to be Unconstitutional and are not in force]

## **6.2 Political Clubs**

Friendly Amendment to scratch both the Affiliation Policy Amendment and 6.3 of the Affiliation Policy amendment.

Passed on the Ayes. [Secretary's Note- this was my motion and I don't have detailed notes on my own comments speaking to it]

Section 6.1 and 6.2 carried and are in force in the branch policy.

## **6.3 Attendance Lists**

Ian: in sum this amendment gets rid of the list requirements, we may still audit to make sure this was attended but we wanted to reduce red tape.

GenLife: Will this apply retrospectively

Ian: no.

Question: do we still need lists and signatures.

Ian: For larger events you should not need to apply proof of attendance, but that can be satisfied by a photo or a Qpay or so on.

ANU consulting: Do you think that it's not reasonable to ask for some level of evidence.

Ian: You can do that anyway, fraud is still possible. It's very difficult to get away with massive fraud though, the clubs council executive and

Observer Old Mate: I just was wondering if there was a figure or ballpark with what satisfies a large event?

Ian: No hard and fast number, it would be at the scrutiny of the clubs council executive and the admin staff.

Motion passed unanimously.

## **7. Other Business.**

Returning to the BESA Affiliation:

BESA President: Get ready for the new name. Our exec believes in the name BESA, and believes it would be unfair for us to change the name with no consultation with members, and we have decided not to change it.

Matthew: Seconding- There's only the PPE society and AEFEC which are economically inclined, there are those two.

Question: Aren't there others?

Matthew: Yes this was a [unrecorded]

Question: Katherine Stewart- if we vote them down, when do they get affiliated.,

Howard: Provisional affiliation provisions apply, and we'd go through the standard 2 week dissent window after approval of the clubs council executive.

Matthew: But I'd imagine that people would consent.

Genlife: you've said that you're international focused.

Answer: No.

Question: Sam Smeele.

Other business

**7.2** Harry Vinter- why do clubs now need to provide security for their events, there's a biosoc BBQ which required security.

Lewis: Will take on notice and follow up.

**7.3 Question about external venue hire- Georgia Kate.**

Ian: Not aware of a discussion, first impression that you are able but would need to talk about it further.

Any further business?

**8. Meeting Closed 3;56**

# Reference A: Club Council Chair's Report

*Lewis Pope*

07/03/2018

Contact: sa.clubschair@anu.edu.au; general enquiries: sa.clubs@anu.edu.au

## Executive Summary

The summer has been a very busy and productive time for the Clubs Council. The largest time consumers have been in planning and affiliations. Clubs Day Out was a huge success, with strong attendance and feedback.

- 1. The team.** -We had various levels of engagement over the summer, which required a dynamic response to these tasks, chief amongst which was affiliations.
- 2. Ongoing projects.**- The process of developing a payment system continues to progress sluggishly. We are seeking to implement policy changes to allow us to broaden our services to more student groups.
- 3. Funding.**- I have been providing feedback for a funding module which should substantially improve club life.
- 4. Training-** Clubs Day Out was a huge success. More is planned for the year.
- 5. Communications.** We are working to improve the website, and develop our own distinctive brand.
- 6. Advocacy-** We are trying to secure better deals for clubs to be able to use venues on campus, as some are finding it difficult to work within different structures.

## Further Information

### 1.The Team

The 2017 Clubs Council Executive was a relatively laid-back summer affair, given that the Chair was also the Social Officer, who was tasked with running O Week. Now that the roles have been formally divided, I was able to facilitate seeing what we might be able to make of the break.

This involved a heavy workload for especially the 6 roles in the Exec which have day-to-day responsibilities, notionally referred to as the Strategic Planning Group. This consists of the Chair, Secretary, Funding Officer, Community Officer, Communications Officer, and Affiliations Officer.

As affiliating new clubs is one of our primary roles over the summer, we set this as a high priority. We gathered information in a more organised way than previous years, taking inspiration for Access Canberra's method of registering an Association, where you are required to denote exactly which section of your constitution satisfies a prescribed requirement. This helped smooth out the processing of all of these affiliations. Matthew M headed this process up with me.

We ran into a number of issues, where some constitutions were nearly compliant, but partly different to the standard form constitution, which took substantial work from Howard (the Secretary being the authoritative interpreter of our policies) to resolve. We also unfortunately ran into the issue where many affiliated clubs do not have generic club contact emails, instead using personal emails, which become useless once committees change over. This made it difficult to spread information about affiliation, due to the fact that we were trying to disseminate information to people for whom we had no current contact details.

As the Clubs Council Executive is empowered to waive any of the affiliation requirements except the “decency” requirement, we delegated this power to myself, Howard, and Matthew M, so that we could issue temporary waivers for people to patch up some largely benign defects in their constitutions or other requirements.

Joel provided substantial support in handling the sheer volume of communication that involved informing people of the status of their applications, requesting details, and providing guidance for resolving these issues. There are over 130 submissions to our form, and eliminating redundancies, following up, providing guidance, and engaging in the individual issues of each club requires a huge effort. Thank you also to everyone who attended our group working sessions, as these were indispensable in allowing these hundreds of work-hours to be reduced to a manageable torrent.

Joel Baker has applied for leave for some short periods, which I approved. He worked very hard outside of these times and has thoroughly earned it. Jacob Mildren and Osman Chiu have generously taken up some of his responsibilities in the interim.

I have received notice of intention to resign from Tande Wang; he has decided to remain in his role until we can get a replacement. Thank you to Tande for your work so far.

## 2.Ongoing Projects

One of the projects I am working on is attempting to establish and procure some sort of equitable remuneration for the more demanding roles on the Clubs Council Executive. It has progressed quite slowly, due to a series of reasons, but movement essentially stalled until early February. We are now engaged in a further process to develop an appropriate framework, though it looks unlikely there will be anything even rudimentary that will be presented as the “any possible provisional measures” for OGM 1, as instructed by the 2017 OGM motion which set this process in motion.

A number of issues arising have spurred a few changes in policy. We continue to work on a comprehensive grievance policy, hopefully to be ready for our term 2 meeting. Matthew S is working on this.

We have put a substantial amount of work into developing new Policy for this meeting. At the time of this report’s writing, it is unclear what particular amendments will be put to the Council for approval. We apologise for not having this together in time, but it simply hasn’t been viable to draft and confirm everything since O Week. We continually seek to provide accountability and

clarity in our policies, and make them as beneficial for clubs as possible; hopefully they reflect this ideal.

### 3. Funding

We have the money to spend, but not yet a means to distribute it. I have experimented with the current platform and it looks very promising – Ian has now taken up responsibility for this and is ironing out issues. Most of the issues are simply to do with clarity, and do not stem from any underlying issues. It appears on the technical side that this does meet our accountability requirements. As they are mostly superficial, a full version should be imminently forthcoming. Thanks to Eleanor Kay and Ian for your assistance on this front.

If we cannot obtain the final system in the next short while we may need to return to the 2017 Jotform system until it is ready, as there are already several clubs seeking funding from O Week

### 4. Training

There is a substantial amount of training planned for the coming year. The most clearly realised manifestation of this is Clubs Day Out, which occurred on Sunday 18 February.

Clubs Day Out involved a huge amount of planning and execution on Mariana's part. It began as just an idea over coffee, and then a solution to many of the problems we were anticipating. The perennial problem with club training is that with the combination of "certification" training (e.g. First Aid, MHFA, RSA, etc) and "experience" training (e.g. event management, grant applications, leadership) there simply aren't enough opportunities to provide these at times when we can realistically expect clubs to make time for them. Clubs Day Out solves this, and very successfully. A huge thank you and congratulations to Mariana on a successful day. More details can be found in her report.

With high attendance and consistently positive feedback, we are hoping to expand on this to incorporate more skills, and hold it at the end of the year to have people ready to face things over the summer. At any rate, a resounding success.

Mariana has more updates in her report about upcoming opportunities.

### 5. Communications.

Joel is working very hard to make sure we have a fully informative website for both clubs and members. This may involve varying degrees of what is possible, but hopefully it will allow Clubs to edit and maintain their own slice of the webpage and remain fully accessible. There is a lot of tidying up to be done, but we are preparing a lot of content which can simply be transferred directly over, so it should be okay.

We are also preparing to get our own logo so that we can brand effectively and distinctively. This increased visibility should enable us to better curate student life at ANU, and provide an identity

that is cosmetically (though not legally) distinct from ANUSA . This will hopefully ameliorate feedback that sometimes our style and makeup is too geared toward undergrads.

We have consistently maintained our inbox. This is a tall order for a 20-person shared email address with a huge degree of traffic, but Joel has worked effectively to triage and separate emails to prevent it overflowing.

Again a huge thanks to Jacob and Osman for taking the lead to pick up the slack left by Joel's temporary absence.

## 6. Advocacy

We have received multiple pieces of feedback that clubs are finding it difficult to use our shared spaces effectively. This is something we are seeking to tackle, both for the clubs concerned, and for future clubs and students who may be harmed by an excessive commercialization of student-centric common spaces. This is proving a difficult challenge, as the Pop-Up essentially has a monopoly on being a central student area, so there are few viable alternatives for clubs to really move towards when seeking competitive pricing.

I have spoken to the Pop-Up, alongside Anya, to try to work on communicating how to best engage with the Pop-Up to make successful events in the unique space.

We have also made progress in seeing what might be able to be done to allow clubs to use venues at UniLodge, which has some great spaces but has been unavailable for club bookings for the better part of a year. Mariana has updates in her report.



# Reference B: Secretary's Report

*Howard maclean*

## Executive Summary

1. **Executive Meetings**- Summary of Executive Meetings held this year.
2. **Internal Executive Software**- Trello & a few other things
3. **Meeting with Melbourne University Club Officers**- It Happened.
4. **IAC Affiliation Interpretation**- It Happened.
5. **Affiliations**- Issues both simple and complex.
6. **Clubs Day Out**- ANU Secretary Society Constitution Fun times.
7. **Policy Reform**-

## 1. Executive Meetings

Since the election of the Executive following CCM 5 last year, a decision was made to create two different types of Executive Meetings,

- *Full (Plenary)* meetings of the 18 members of the Clubs Council Executive, and
- *Small Meetings* of the 7 members who held direct responsibilities under the Regulations (The Chair, Secretary, Funding Officer, Community Officer, Affiliation's Officer, Communication Officers and the Social Officer of ANUSA) in terms of the day to day operation of the Council and the funding of clubs.

Small meetings mostly exists to allow for more frequent discussion, particularly on individual affiliation and money issues. No exercise of Executive decision making power can be at a small meeting they must always be at a full.

As per a decision by the Executive on the 6th of February, Quorum for a meeting of the Executive was set at 7 individuals. All meetings of the Executive in it's plenary format have been quorate.

Since it's election, the 2018 Executive has met on the following occasions

- 22/10/2017 (P)- Mostly informal meeting conducted out as the 2018 executive was not in office at this time.
- 15/11/2017 (P)- First Formal Meeting
- 17/11/2017 (S)- First Small Executive Meeting.
- 02/02/2018 (S)
- 06/02/2018 (P)

- 14/02/2018 (P)- Emergency Meeting at Market Day in order to delegate certain Waiving powers and other reasons.
- 28/02/2018 (P)

## 2. Internal Executive Software

Over the course of the Summer, I undertook a proposed review of some components of the Executive's Productivity Software. Originally this was about adding either JIRA or Trello task management software and moving our google drive from a private to a education license. At this time Trello has been implemented, other projects are ongoing.

## 3. Meeting with Melbourne University Clubs Officers

The Chair, Lewis Pope and I met with Matthew Simkiss, Nellie Seale & Daniel Beratis the Clubs Officers and General Secretary of the UMSU (University of Melbourne Student Union) on the 21st of December.

This meeting touched on the issues of Clubs governance, funding and regulation generally and was highly productive.

## 4. IAC/SIC Affiliation Issue.

Over December, the Chair referred a number of interpretative questions to me on the compatibility of the Interhall Arts Committee and the Social Interhall Committee with the requirements of the Affiliation Policy.

After consultation with the IAC executive, and a window of submissions, I published my interpretation on the nature of section 2.1.5 and 2.1.4 of the Affiliation Policy (The definition of Membership and the Power of Members Clause).

The Interpretation codified a few rules surrounding these sections namely that-

- Policy mandated constitutional clauses (Affiliation, Dissolution, Non-Profit, Powers of Members, Membership) must be within the operative text of the constitution and not any subordinate governance document (such as regulations, preambles, policy or by-laws).
- The requirement that membership be open to every member of ANUSA and PARSA bars any discretionary membership process that allows Clubs to deny membership on arbitrary grounds.
- Clubs Council Policy entails no rights to members beyond those explicitly stated in policy (such as 2.1.4 and 2.1.2)

The Full text of the Interpretation may be read [here](#).

<https://docs.google.com/document/d/17czYUOKnnBMiGtOTQoGqnhGdGoPeKIuvEZ4h5VUGaKw/edit?usp=sharing>

## 5. Affiliations

I've been heavily involved in the reaffiliation meetings including attending all the Affiliation Working Group meetings to process them. A large number of clubs had non compliant constitutions due to issues both simple (Like forgetting to insert that the constitutionally limited fee cap is 20 dollars) and complex (various electoral, and membership issues, especially with a few political clubs).

There is another major interpretation forthcoming over the next few days that will help codify a number of other interpretative norms that carried over from last year and were developed in the course of this.

## 6. Clubs Day Out.

I participated in Clubs Day Out, and presented the training session on Affiliation Requirements. You can read the mock Constitution that I used to demonstrate common and uncommon errors in constitutional drafting here- make sure you read the comment section.

## 7. Policy Development & Reform

I've worked with the chair and various other members of the Clubs Council on policy reforms, largely to deal with the issues which the Reaffiliation Process raised. I largely authored the Political Branch Policy reform and worked closely with Lewis on the Associate Affiliate Policy.

# Reference C: Funding Officer's Report

*Ian Fulton*

Summary:

- 1. Development of MSL payment module**
- 2. Consultation and communication with students**
- 3. Auditing**

## 1. Development of MSL Payment Module

The first round of SSAF has been paid to ANUSA, including money allocated for the Clubs Program. Thus, we have money available, but currently we do not have any way of distributing it to clubs and societies.

To replace the old OrgSync system used up until the end of 2016, ANUSA contracted a third-party developer, UK Membership Solutions (MSL), to create a new module for submitting and processing clubs' grant requests. This was originally intended to be completed last year, however there were unexpected complications and misunderstandings, and instead we were given an ETA of early 2018.

This has not yet happened, but I do not believe that we need to create a substitute form, nor do I believe that we will face a repeat of last year's situation (where the Clubs Council waited upon for MSL for six weeks before developing a substitute). This is because we have already been presented with multiple unfinished products by MSL for us to review over the summer. For this period, I, and multiple other exec members (particular thanks to Lewis for his help, and for taking the lead when I was overseas), have provided feedback to MSL.

For most of February, our primary delay has been communication. Neither Lewis or I can talk directly with MSL, so we must communicate with the via a third authority, and then wait at least 1-2 business days for them to respond, as they are based out of the UK.

As of a week ago we gained access to a nearly complete, test model of the form. I have submitted and processed many test requests from both the perspective of a society member and a staff member, and while there are multiple aspects of the form that need to be changed for useability's sake (such as the form crashing when a non-compulsory attachment box doesn't have anything uploaded, or some sections simply being misleadingly named), at the core it is a workable system that should make the whole application process smoother for clubs. Of note is the feature that clubs will be able to see the status of all their pending applications through their own 'dashboard', unlike the old Jotform where an application would be nigh impossible to track once it had been submitted.

In summary, as of writing this report (7/03), we do not have an open system, but we are working to have it completed as soon as possible. I apologise for the strain and inconvenience this delay presents to many societies' budgets. **Rest assured that once the form is active, you will be able to submit grant requests for any expenditure and events that occurred this year and before the form came online.** All affiliated societies will be notified once the form is active, and while there will likely be a large backlog to begin with, the admin staff will work hard to process everything quickly. A new feature of the MSL form, where clubs can skip straight to the payment request stage of an application when applying for events and expenditure that have already occurred, will expedite this process.

## 2. Consultation and communication with students

Since the start of semester, I have been monitoring the Clubs Council email and responding to all funding-related enquiries. I gave a hour-long Additionally, Lewis and I have started regular consultation hours on Thursdays from 11am-1pm in the Brian Kenyon Student Space, to which everyone and every question is welcome.

If you cannot attend those hours, however, I am available to meet in person on campus to discuss any funding-related matter and have already done so on several occasions for various clubs' executives.

Feel free to direct all enquiries to [sa.clubs@anu.edu](mailto:sa.clubs@anu.edu), and feel free to send a second email if you do not receive a response within a satisfactory timeframe.

## 3. Auditing

Lewis and I met with the financial controller of ANUSA, Brendan, before O-Week to discuss the potential of performing random financial audits of clubs throughout the year. No other progress has been made on this front, however.

If you have any input you wish to give on this matter, contact us at [sa.clubs@anu.edu.au](mailto:sa.clubs@anu.edu.au)

# Reference D: Community Officer's Report

*Mariana Segaram*

As a part of my role as Community Officer, I have been working on the following things:

1. Clubs Day Out
2. Presidential Training
3. UniLodge Venue Hire For Clubs

## 1.Clubs Day Out

Clubs Day out was a huge success, despite some technical difficulties throughout the day! Thank you so much to everyone who came, and we hope you gained something from this day. Should you have any feedback or suggestions please address it to me at [sa.clubs@anu.edu.au](mailto:sa.clubs@anu.edu.au) as we are very keen to run this as a yearly (potentially more formally compulsory) event and are looking for ways to improve it.

The presentations from the day are mostly available on the ANU Clubs and Societies Facebook group page, and will be emailed out to all delegate emails shortly. Unfortunately the presentation from socials training had to be recalled until such time that it gets re-approved by Functions on Campus to distribute, but once we have approval clubs will have access to it again.

## 2.Presidential Training

Following on from Clubs Day Out, we are running a professional leadership training on Saturday 17th March from 9am-4pm in BKSS with Campus Consultancy. This training is targeted at club presidents and vice-presidents, however might be open to everyone, depending on how much interest we get and how many spaces we have left available. Keep an eye out in your emails and on the ANU Clubs and Societies FB group for more information and the event being published soon!

## 3.Unilodge Venue Hire for Clubs

*Preamble:* The Clubs Council has previously tried contacting Unilodge last year to allow clubs venue hire after it clubs became no longer able to book out spaces last year. Unfortunately the previous Residential Life Manager (RLM) was unresponsive and we were unable to advance at all in this issue, however we have been in contact with the new RLM (Casey) for this year regarding venue hire for clubs.

I have had two meetings with Casey that have been very helpful. We have essentially agreed to allowing clubs back into Unilodge on a case by case basis for particular venues (e.g. the Lena Karmel rooftop will remain off-limits for almost all events following the incidences of last year. Should you require more information about this please contact myself).

The process for allowing clubs venue hire will be a two step one - clubs will submit a form through the Unilodge booking platform (At My Lodge) but will also require verification from the Clubs Council to proceed with the booking. This verification would be a basic check for certain terms that have been outlined by Unilodge including, but not limited to, the following;

- a. The club or society event is not mainly focused on alcohol. Events that have a more cultural basis (i.e. French wine & cheese night) might still be considered.
- b. The event will benefit Unilodge residents in some way. This means that clubs will not be able to charge an entry fee/ membership fee for Unilodge residents for events, as all events within Unilodge must be free for their residents to attend.
- c. The event is unique or multipurpose. This is in an attempt to stop events from just being a gimmick for students to attend for just one thing. For example, just a pizza night might not be allowed, but if it was with a movie or alongside an event with some other meaning or purpose behind it, it would be preferred.
- d. The club must keep a list of attendees or amount of people at their event for the case of a fire evacuation so that emergency services are able to know how many extra people are in the building at the time.
- e. That the club or society is aware that events must be under 100 people. Events larger than 100 people will require one security guard for every 50 people attending. This fee must be paid by the society, but is only applicable when events exceed 100 people. Clubs will be reminded this by the Clubs Council when they come to sign (as described below).
- f. That the club or society has read and understood the safety briefing document. This information pack will be different for each specific venue within Unilodge that clubs are hiring and will include all safety information as well as information on the venue's facilities, including fire exits, bathrooms and what to do in the case of an emergency, as well as how to use certain facilities (e.g. how to operate the theatre room screens, etc.). This information will be distributed when the club or society approaches the Clubs Council for verification. They will then be required to sign off to signify that they have read and understand all the information given to them.

We are still deciding how to complete the verification process. But at the moment we are thinking of giving clubs who have completed the following checks a personalized code that they are able to input in their At My Lodge form so that Unilodge may be able to see that they have been checked by the Council.

We are thinking of delegating this to the Branch Officers, so that clubs would have to see their respective Branch Officer to receive verification. Should you have any suggestions on how to potentially run this system, don't hesitate to contact me at [sa.clubs@anu.edu.au](mailto:sa.clubs@anu.edu.au).

Please note that events run at Unilodge will still need Functions on Campus approval, proof of which will be submitted in the At My Lodge form or (should you still be waiting on approval), shown at a later date before your event.

This whole process however would still be dependant on Unilodge. Obviously Lodge will preference their own events for their Community Service Program or Residential Committee, and is also keen to keep their common areas free some nights for residents' use (as was one of the reasons for stopping clubs from using Lodge venues).

Although events may be passed by Clubs Council, it will ultimately be up to Unilodge deciding on a case by case basis as to whether that club gets to use that venue or not, based on availability or simply whether that event is one they wish to hold there. Hopefully though this will at least lessen the strain on clubs to find venues on campus, as I know there are very limited venues out at the moment.



## **Reference E: Affiliation Officer's Report**

*Matthew Mottola*

### **1. Welcome and thanks**

Welcome (back) to ANU for the start of Semester 1!

The past few weeks and months have been especially hectic, so I'd like to record my thanks to several people:

- Lewis, for being a really helpful human in helping me organise my role as Affiliations Officer
- Joel, for holding the fort while I had to run off and do my duties as Queer\* Officer
- The Clubs Council Members who helped do affiliations, our pizza evenings were an amazing help to me
- The Clubs at ANU, for your patience while your forms were processed

### **2. Affiliations**

As of 13/3, I can proudly say that every form that has been submitted has been processed and the relevant people have been contacted. There are still some kinks to iron out and people to follow up but otherwise it has been a smooth process.

Although this position is a new one, I think that there is a need to review its processes and how best to work through the affiliations process so as to equally distribute time and workloads. This will be a project for me to follow through on later in the year.

## **Reference F: Communication Officer's Report**

*Joel Baker*

## **Reference G: Branch Officers Reports**

*Niall Cummins, Seren Heyman-Griffiths, Lauren Kightly, Lily Iervasi, Shirley Ruan Jonathan Tjandra, Tande Wang.*

### Summary

1. Arts and Performance (Lily Iervasi)
2. Discipline (Shirley Ruan)
3. Faith and Religion (Jonathan Tjandra)
4. Humanitarian, Social Justice & Advocacy (Seren Griffith)
5. Political (Niall Cummins)
6. Culture and Language (Lauren Kightly)

## 7. Special Interest (Tandee Wang)

### 1. Arts & Performance

*Lily Iervasi*

#### **1.1 Public Liability for performances off-campus**

It was flagged by NUTS that an extra step was required for getting public liability cover. This can be achieved by emailing Lewis ([sa.clubschair@anu.edu.au](mailto:sa.clubschair@anu.edu.au)) who will be able to distribute the certificate of currency on an ad-hoc basis.

#### **1.2 Connecting the Branch**

I aim to create a Facebook group to connect the different clubs in the branch.

I endeavour to foster opportunities for cross-club interactions and events -- although it seems lots of A&P groups do that on their own anyway

#### **1.3 Venue Hire**

With the construction going on at ANU depriving us of a theatre space for - who knows how long? - I will probably need to look into creating a new ANU Theatre agreement with local theatres. I will talk with the various A&P groups to see if they have any arrangements already in place to know where to go.

## 2. Discipline

*Shirley Ruan*

As part of my role as a Discipline Branch Officer, I have/will work on the following:

**2.1** Set up a Facebook Group for Discipline Branch related clubs and societies and set up meetings accordingly depending on availability of the delegates. I have yet to be provided with a spreadsheet of the clubs that fall within the discipline branch but will do so as soon as possible.

- Will introduce myself as the Discipline Branch officer
- Upload a spreadsheet with the clubs under my branch to allow them to fill in their contact details
- Schedule meetings on a regular basis or more frequently depending on the issues that may arise within the branch
- Encourage collaboration between societies that hold similar events where possible and if not, discuss potential issues that may arise between the clubs themselves

## **2.2 Discuss possible issues with Discipline Branch clubs:**

*Venue Hire-* With the construction occurring at ANU, it seems a large number of events are now held at MOLO Live and School of Music. Within the Discipline Branch, I want to raise whether venue hire is an issue and if there are possible ways of making it easier for clubs to book specific venues on campus.

If the same venues are used, may be possible to produce a guide as to who the relevant contacts are, costs to hire out, equipment provided and other details necessary to run events.

*Similar events held by societies within various disciplines-* It seems that there are multiple societies holding events that are quite similar. May encourage collaboration where possible and if the relevant clubs are open to it.

## 3. Faith and Religion

*Jonathan Tjandra*

[Not Received at this time]

## 4. Humanitarian, Social Justice & Advocacy

*Seren Heyman- Griffiths*

### **4.1 Funding/grants**

It seems that a lot of clubs under this branch have difficulty funding events, partly because they often don't charge membership fees. I'd like to produce a guide on grants and funding/fundraising once the new funding system is running.

### **4.2 Inter-club communication**

A lot of the social justice clubs on campus have overlapping interests, and I would like to see more collaboration on events. A Social Justice meeting involving club delegates might be a good way to achieve this.

## 5. Political

*Niall Cummins*

I have continued investigating how political clubs at other universities have secured funding. Some in Queensland have taken the funding question into their own hands, through fundraising or seeking donors. I'm still hopeful that on a case by case basis, political clubs could be granted funds for expenses and events which don't involve things like phone banking, in the direct

election of an official. If this proves fruitless, then I believe that alternative revenue will have to be sought by clubs, and potentially there is a role for the Club's Council to assist.

Another issue that came up were the anti-stack provisions contained in a few clubs' constitutions. These appeared to violate affiliation policy. Howard has proposed that new branch policy, allowing political club executives to block members of rival clubs from joining and voting for executives. This will involve the ANULSC having to reform its constitution, and I have relayed that fact to them.

## 6. Culture and Languages

*Lauren Kightly*

In my role as Language and Culture Branch Officer I am:

- Making gradual contact with the various clubs under this branch – this process has been delayed due to the affiliation process
  - In this I will be:
    - Introducing myself as the contact person for clubs under my branch
    - Establishing a process through which clubs can have regular and scheduled contact
    - Determining collective and differing goals for each individual club with the purpose of creating collaborative events
- Promoting collaboration amongst clubs with similar goals
  - In the preliminary stages of organising a collaborative event for interested clubs
  - Process includes:
    - Contacting individual clubs and executive members
    - Deciding on the event format and logistics of an event involving numerous clubs and executive teams

## 7. Special Interest

*Tandee Wang*

Over the summer, I reached out to all the clubs and societies within the Special Interest branch. Those clubs that responded to me have not indicated a particular desire to see reform in any policy areas. This suggests that in future, there should be continuous monitoring of the ongoing needs of these clubs to ensure that any problematic policy areas that are encountered can be rectified. There is also much scope for fostering collaborative events later in the year.

[The Secretary would like to thank Tandee's service on the Executive and wish him the best of luck in his future endeavours]

# Reference H: General Officers' Reports

*Osman Chiu, Jacob Mildren, Matthew Stuckey*

## Summary

1. Osman Chiu
2. Jacob Mildren
3. Matthew Stuckey

### 1. Osman Chiu

- Assisting with Clubs Council Market Day, answer inquiries about funding and affiliation.
- Coordinating the Clubs email inbox, and answering general inquiries
- Looking to assist any branch events in the future

### 2. Jacob Mildren

It has been a great pleasure to join the Clubs Council in 2018 in the General Officer role. Being a General Officer has enabled a varied and assorted input to the Clubs Council sphere.

Since the beginning of the year I have been particularly involved in the re-affiliation process, assisting with the Clubs Council Market Day stall and of course contributing behind the scenes at Clubs Council meetings and decisions making processes.

I think the ability of General Officers to work across and assist in many facets of the Clubs Council's happenings is invaluable. I look forward to continuing my work across the Clubs Council assisting where possible with administrative tasks and being an open communication channel with Clubs and Societies of any nature.

### 3. Matthew Stuckey

My work until this 2018 Clubs Council Meeting 1 has consisted of investigating how to set minimum standards of behaviour for people operating within clubs and societies at ANU. The intention of this policy push is to make clear to students and non-students that affiliated clubs and societies should feel safe. The policy itself will address the way the executive should handle disputes between individuals in clubs, between clubs, and between clubs and the executive.

I'll be drawing on reviews of ANU policies and the experience of the executive to present a policy for the consideration of the Clubs Council, most likely at the second meeting of 2018. There will be an opportunity for those outside the executive to contribute.

## **Reference I: Associate Affiliations Policy Amendments**

### *Affiliation Policy Amendment CCM1/2018 (No 1)*

The motion adds a section to the Affiliations Policy, effective immediately upon successfully passing a vote of the Council.

The motion directs the Council Executive to make arrangements for the facilitation of any processes needed to give effect to the new Policy.

Add section 3, and re-number any other sections as needed.

## **3 Associate Affiliates**

### **3.1 Alternative arrangement**

Groups may elect to apply for “associate” affiliation instead of standard form affiliation.

3.1.1 For the avoidance of doubt, Associate Affiliates must be explicitly or constructively noted as such.

3.1.2 The mere act of the Council Executive waiving a requirement for affiliation does not automatically render the club in question an associate.

### **3.2 Different requirements**

Such groups are subject to relaxed requirements in comparison to standard affiliates.

3.2.1 All requirements are waived, subject to those contained in section 3.2.

3.2.2 The following requirements are still required in the same fashion as standard affiliates:

- (a) A constitution, including a section giving the same or similar effect as Council restrictions on profit or pecuniary gain for members;
- (b) A full list of all trustees and office-bearers;
- (c) Decency;
- (d) The submission of General Meeting minutes; and
- (e) The same general provisions for waiting period and approval of affiliation and reaffiliation.

3.2.3 The following requirements, altered from standard form, are also required:

- (a) A section of the Constitution stating or giving the same effect as, "The Club is an associate affiliate of the Clubs Council of the ANU Students' Association and anything in this Constitution which is inconsistent with any applicable elements of the ANU Students' Association Clubs Regulations and Policies is null and void to the extent of that inconsistency."
- (b) A section of the Constitution stating or giving the same effect as, "Any failure of the Club to fulfil their obligations under the Clubs Regulations of Policies is ground for affiliation to be withdrawn or suspended."
- (c) There must be a substantial degree of student control over the club detailed in the Constitution, via General Meetings or other mechanisms,

where members have the ability to influence the direction and governance of the club.

### **3.3 Restricted privileges**

Associate affiliates have no privileges as granted to Clubs under any Regulation, Policy, or custom, with the exception of general support and service provision with respect to holding events.

3.3.1 Associate Affiliates are granted the full suite of privileges attached to any what is usually offered to standard affiliates for any matter administered by ANU Facilities and Services, not limited to but including:

- (a) Venue Hire, and
- (b) Functions on Campus.

3.3.2 Associate Affiliates are voting members of the Clubs Council, as required by the ANUSA Constitution.

### **3.4 Justification as Associate**

Groups seeking to affiliate as Associates must justify why they are seeking to affiliate as an Associate, and not a full club.

3.4.1 A club is justified to affiliate as an associate if:

- (a) They are a group who contributes substantially and widely to student life; **and**,
- (b) They require the dispensation of one or more of the standard affiliation requirements, in a way that:
  - (i) Would allow the club to exclude a class of members of ANUSA or PARSA from attaining membership of the club; or
  - (ii) Would compromise the objective purpose of any of the standard affiliation requirements;

**and,**

- (c) Being required to comply with the affiliation requirements would be likely to compromise the core identity, purpose, or actions of the club.

3.4.2 A club is not permitted to apply as an associate if its membership is restricted on the basis of adherence to an ideology, belief, or political group.

3.4.3 Determinations as to the validity of applications are made by:

- (a) The Council Executive, when processing the affiliation request; and
- (b) The Clubs Council, when provided the opportunity to restrain any provisional affiliation, and during the vote to approve or deny any motion to affiliate as an associate.

## **Reference J: Political Clubs Policy Amendments**

*Branch Policy Amendment CCM1/2018 (No 1),  
Affiliation Policy Amendment CCM1/2018 (No 2).*

These amendments exist to do two things

- a) To clearly establish in policy what has been long standing practice, which is that as providing SSAF funds to a political party/election campaign is a contravention of the SSAF legislation, they can't be funded out of regular clubs funds.
  - i) Also ensuring that only clubs that absolutely can't be funded are in this branch.
- b) To provide political clubs with mechanisms to prevent their elections being stacked by politically opposed groups.

### **Branch Policy Amendment CCM1/2018 (No 1)**

Replace section 6 with the following (Subject to format standardisation with the rest of the policy)

#### **6.1. Affiliation Conditions**

6.1.1. A Political Club is a Club that has as either a primary or substantial object the support of

- a) A political Party or Parties as referred to the *Higher Education Legislation Amendment (Student Services and Amenities) Act 2011, s 19-38 (2) (a)*.
- b) A Candidate for Federal, State or Local election.

6.1.2 The Clubs Council Executive must, by simple majority vote, designate clubs as political clubs if it is satisfied that the club meets the definition described in section 6.1.1 of this Policy.

6.1.3 No Club that does not meet the definition described in section 6.1.1 of this policy may be designated or self-nominate as a political club, or otherwise be a Political Branch Club.

6.1.4 No organisation that the Clubs Council is satisfied is a Political Club (as described under section 6.1.2) may be granted Associate Affiliate status as described in the *Affiliation's Policy*.

- a) This may be overruled by vote of the Clubs Council on a simple majority.



6.1.5 All political clubs must nominate which Political Party(s) or faction thereof, or Candidate(s) that they are affiliated to.

## **6.2. Funding Conditions**

6.2.1. As required by Section 19-38 (2) of the *Higher Education Legislation Amendment (Student Services and Amenities) Act 2011*, no political club may

- a) Receive funds from the Clubs Council from any monies granted to the Council by way of SSAF Allocation.
- b) Receive funds from the Association from any monies granted to the Association by way of SSAF Allocation.
- c) Receive SSAF monies by any other method from any source.

## **6.3 Membership Provisions**

6.3.1, As provided for in Section 2.1.5 a (i) of the *Affiliation Policy*, Section 2.1.5 (a) does not apply to Political Clubs. Instead, full membership must be open to all members of ANUSA and PARSA, except for-

- a) Members of other Political Clubs.
- b) Members of a political party, or faction thereof, or other political organisation that the Club is not affiliated with.
- c) Persons whose application for membership the Clubs Council Executive or its delegate(s), is satisfied that is not bona fide, or is otherwise malicious to the purpose and political affiliation of the club, upon referral by-
  - i) A resolution of the Club's Executive Committee.
  - ii) Petition by 5 (five) members of the club, presented in writing to the Secretary of the Council Executive.

6.3.2 A club may reserve any or all of its rights under section 6.3.1 in regards to any of the exceptions under 6.3.1 (a)-(c) under its constitution.

## **Affiliation Policy Amendment CCM1/2018 (No 2).**

Insert Section 2.1.5 (a) (i)

- (i) This Section does not apply to Political Clubs, which are subject to alternative requirements under the *Branch Policy*.

For reference, Section 2.1.5 (a) reads as follows

2.1.5 Describes conditions for membership, specifically:

- (a) That membership be open to all members of the Association and PARSA.

## **Reference K: Removal of Attendance Lists**

*Funding Policy Amendment CCM1/2018 (no 1).*

### **Funding Policy Amendment: CCM1/2018**

Mover: Ian Fulton

Seconder:

The motion replaces a section of the Funding Policy, effective immediately upon successfully passing a vote of the Council (but not acting retrospectively to events having occurred before the meeting).

Replaces section 4.13 with

#### **4.13** Record general evidence of attendance of their event:

- a. This evidence can include, but is not limited to:
  - i. Photos or video of the event,
  - ii. Written attendance lists,
  - iii. Qpay or other ticketing lists,
- b. This evidence is not obligatory for every grant request, but must be provided by the Club should the Council Executive question the stated attendance of a Club's request.