

**MINUTES - ANU CLUBS COUNCIL MEETING 1 2019
(CCM 1/2019)**

*Superfloor, Marie Reay Teaching Centre Level 6, Kambri Precinct
March 8th Friday 1:00pm*



Item 1: Meeting Opens and Apologies

Meeting Opened: 1:19pm

1.1 Acknowledgement of Country

Chair: I would like to acknowledge the Ngunnawal people as the traditional custodians of this land on which we are meeting, and pay respect to the Elders of the Ngunnawal Nation both past and present. I extend this respect to all Aboriginal and Torres Strait Islander peoples in attendance today.

1.2 Apologies

Listed + Ji and Esha

Item 2: Standing Orders Explanation

Delivered: by James

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

Moved by James, Seconded Jason, carried.

Item 4: Executive Report

4.1 Chair's Report (J. Howarth) [Reference A]

Observer: Why was the Clubs Council SSAF funding cut this year and do you feel it received adequate attention?

James: I was not in the ssaf room, it looked like we were going to underspend. AS we now we overspend. ANUSA helped us out with this. It was evident that we may need more money . The funding policy should address this

Brendan: due to the underspending being from ANUSA, would it be reasonable to get more money. I would hope that we could get some more, but RICHARD so far has not allowed it.

James: There is no mid-year SSAF bid this year so unfortunately we cannot ask for more this year, more was requested in the SSAF room but unfortunately that was not granted.

Eliza: governance review

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Jason: we have not been involved.

Move to be accepted

Moved: Jason

Seconded Brendan.

4.2 Secretary's Report (J. Pover) [Reference B]

Jason: Taking report as read apart from one key point: Had a good question from Brendan from Board Games regarding 6.1.8, but I reserved my interpretation to 6.1.5

Eliza: Why doesn't the logo have an apostrophe in the name?

Jason: I'll take your question on notice.

Artifex delegate: Could you summarise the determination you made last night regarding the interpretation (6.17, 6.18)?

Jason: Not last night, summary is that the provisions do not have the effect of making all funding discretionary, in fact they make an extra discretionary grant coming out of the regs not the funding policy. Determination was made subject to legal advice.

Adele: Why does the Clubs Council logo have the ANUSA logo but not the PARSA logo?

Jason: PARSA decided they did not want to have their logo included. In some ways this is appropriate, as we are funded by ANUSA not PARSA.

4.3 Funding Officer's Report (J. Howland) [Reference C]

Jacob: Ill TIAR. any questions

Eliza: how ges MSL?

Jacob: little obstacle on the 8th of Feb. it all expired, result of patchy handover. It's been rectified. I looked recently and a little over 1600 has been spent. The MSL does not give you a single number.

Brendan: Turnover time for funding?

Jacob: It will be quicker now, we have been very busy, but that will soon be over. A lot of the processing is done by the Admin staff, who I cannot order around. We will be as on top of funding as possible

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Eliza: You can't just order around ANUSA admin assistant, despite the advertising?

Jacob: I don't have any idea of this was not involved. A large portion of their work is clubs, much is not. There is a staff structure in ANUSA which means that we can't necessarily

Jason: Under ANUSA Constitution staff report to President, not anyone else. Also think you're confusing Community Life Officer with Admin staff.

Dominic (CAPS): Can you elaborate on something you sent in an email?

Jacob: I would understand if many had not seen this. I would not read comments in C&S page if I was not me. There have been long and out of hand threads on both sides there. I have made time for consultation, there was minimal attendance.

Accepted, seconded by Cahill.

4.4 Community Officer's Report (E. Ganon) [Reference D]

James: I will take questions for Ebe.

Myra: Do we have a location for the trainings yet?

James: Not locked in yet, been a lot of fun with ANU, as some of you may know we were kicked out of this premises by VC.

Seconded by Eli
Passes

4.5 Affiliations Officer's Report (M. Ho) [Reference E]

James: Mandy is busy with work, I will take questions

Eliza: A lot of clubs that are struggling to re-affiliate have a lot of constitutional problems

James: Some of these clubs changed their constitution, didn't check our records, Jason will say more.

Jason: We considered the constitutions from first principles.

Brendan: Is it appropriate that clubs provisionally affiliated, to be approved later in agenda, can speak and vote during this meeting?

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James: I don't think it's appropriate because there's no precedent for it, we might consider it for later CCMs

James moves to accept report.
Myra seconds, passes

4.6 Communications Officer's Report (J.W. Ahn) [Reference F]

James: I will take questions

James moves to accept.
Seconded by Brendan from Boardgames. Passes.

4.7 Branch Officers' Reports (C. Harris, E. Madar, A. Manning, S. Panditharatne, E. Patil, B. Rowley, H. Vinter) [Reference G]

Jason: I move that the branch officers reports are moved en bloc.

Seconded: Felix Friedlander
Passes

Eliza: question for the political branch officer? Funding for political branch officers?

Ben: Seeing as so many have failed on this, it is fair to look for other sources of funding at this point.

Moved by Jason
Seconded by Abacus delegate

4.8 General Officers' Reports (C. Di Donato, N. Foxcroft, Z. Wang) [Reference H]

Jason: I move that the general officers reports are moved en bloc.

Seconded: Eli
Passes

Cahill: I'll take my report as read.

James: mover

Jason moves to accept report, Andrea seconds.

Pass

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Matthew reporting

Matthew: thanks for all your help at market day, I'm going to be sending out feedback, I've heard varied thing about how we do it. I'll be around for 10 minutes, if anyone would like to chat.

Item 5: Discussion Items/Motions on Notice

5.1 Motion to Adopt Clubs Council Logo

Jason: Yes its a cool logo, I was involved with making it but mostly James, Ebe and the professional staff (Sam and Kate). It's a lovely shade of burnt orange, you'll find, it integrates the ANUSA logo nicely, it's a cool texture.

Eliza: Why burnt orange?

Jason: It's to integrate it into the ANUSA colour scheme while giving ourselves a unique brand identity.

Brendan: How long can people speak for or against?

James: Two minutes.

There are no speakers for or against.

See Reference I

Moved: Jason Pover

Seconded: Brendan

Carried

5.2 Motion to Repeal the Logo and Social Media Presence Policy 2018 and Replace it with the Communications Policy 2019

Jason: This policy basically clarifies what was in the existing policy and how we communicate with clubs, not expecting this to be controversial.

Eliza: Clubs Council standing orders say you can ask questions?

Jason: I'll let you.

Eliza: Wanted to ask about 7.1 and how the ANUSA Media Policy applies?

Jason: It's about communicating with clubs, not with media.

James: I will be allowing questions to motions as chair, but to a limited extent.

There are no speakers for or against.

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See Reference J

Moved: Jason Pover

Seconded: Anja

Motion carried.

5.3 Motion to Amend the Executive Policy per Referenced Amendment

Jason: This deals with attendance of the executive. We can all say that last year was plagued by problems or casual vacancies. This deals with rules and the expectations of the executive. Incorporating and formalising the general officers role.

Isaac (ANU Navigators): What are the consequences?

Jason: First step is counselling by the Clubs Council Chair, if there's no extenuating circumstances the Executive can consider a motion to censure, then if that doesn't work a motion requesting they resign, then if that doesn't work a motion to remove them.

There are no speakers for or against.

See Reference K

Moved: Jason Pover

Seconded: Jacob

Carried

5.4 Motion to Repeal the Funding Policy 2017 and Replace it with the Funding Policy 2019

Jacob: I'll try to keep this short due to later discussion. The existing funding policy is bad in a number of ways. When I discovered this, I realised the first thing I needed to do in the role was to create a new funding policy that wasn't as bad. I think this has been achieved. Well over 100 hours of work during the summer, primarily from me, also by Jason. Balances two things. First, fixing problems/confusion in current policy, which have built up over time - things have been amended without considering flow on effects. Also faces reality that we have to spend \$40,000 less than last year, with a campus that encourages a more vibrant student life. Therefore have to make some tough decisions. I believe there will be substantial debate now, so I'll leave my speech there.

Brendan: How are amendments going to be handled in the meeting?

Jason: You have to move them after motion to move original policy is made.

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Jason: This is an excellent policy document, best policy i've read in Student organisation, friendly and accessible - 60% of length of prior policy.. Capital expenditure problems are accounted for, addressed budget cuts. Very durable policy, different to the last policy which had to be continuously amended. I encourage you to vote for it.

Brendan with amendment: Each amendment will be spoken to individually. First amendment - Executive discretion on grants over \$500. This section suggests that CCE can cap any grant over \$500 subject to internal rules, when it's more than \$20 per person. Small events you are allocated \$8 a head under new funding policy. The amendment we suggested as a compromise is increasing the amount from \$500 to \$750, and reducing exempt amount to \$10.

Adele: how does this account for the cut to the SAF funding?

Brendan: this has been accounted for in the cutting of funds per head, I don't think this will affect bigger clubs.

Jason (speaking against): Thanks Brendan, firstly I'd like to specify that I would support a weaker version of this amendment and I see the point behind it. The point of this provision is to allow discretion when a club requests a large amount of funding for an event. Doesn't necessarily prevent funding, just allows Clubs Council to have some oversight. I suggest a friendly amendment of \$500 with a cap on user pays of \$10.

Brendan: I accept that as a friendly amendment. My concern still remains that there's no structure as to how the executive decides.

Jason: we do have a bunch of things we consider with the funding, it's related to the benefit for the student body, under this a larger event is more likely to be allowed

Moved as friendly amendment.

Seconded by Jason. Amendment is made.

Brendan with amendment: This addresses the removal for the profit cap. For around the last 10 years there has been a caveat for the clubs to have up to 200 dollars for the club if they receive extra funding for an event. This has been removed to a cap of \$0 which stops clubs from gaining profit to be re-invested in the clubs, this means that clubs can run events at a loss and means that clubs can only gain funds through membership. I think we should pass this policy to allow for clubs to use the funding policy there for almost 10 years

Seconded by Ryan (ANUMTC)

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Jacob (against): This change was made originally because we decided that in light of the fact that clubs now receive a rebate of 100% and have access to liquid reserve grant they do not have need to profit off events as they did in the past. I think there would be more scope for debate if there had not been a determination by the General Secretary that this rule cannot exist. If someone wants to take it to Disputes... The rule is pretty pointless and I think it would be a mistake to ignore the standing interpretation.

Jason (against): Really simple - the General Secretary has made an interpretation, this amendment would expose the Clubs Council to legal risk. I didn't make this interpretation because at the time I was Secretary of the Dining Society, which has interests in this decision. Therefore I recused myself, and the ANUSA General Secretary made the decision.

Ryan (MTC): Would this block us selling tickets to fund lighting etc.?

Lachy: No, up to the point where we run out of Clubs funding.

Dom (CAPSS): Why did this interpretation come now if the policy was in effect for 3 years?

Lachy: 6.1.5 reads that clubs will not make profits but may apply for a loss guarantee. I don't know why this wasn't the earlier interpretation, I consulted the ANUSA lawyer and they said it was the clearest interpretation.

Jason: I don't know why the lawyer was not consulted earlier.

Felix: How would this amendment work?

Lachy: Broadly, this section says that clubs can't make a profit when they receive funding. It's a sliding scale at that point, don't think that will change. If it does need change, will happen at OGM, which will be in Term 2.

Brendan (right of reply): To address that, DinSoc has already approached the General Secretary to attempt to repeal their decision. That will be an ongoing process, would like to attempt that at ANUSA OGM. Would be better to have this in policy so if it is overturned at OGM, it will be enacted immediately. Previous policy were consulted against a lawyer, who gave a different interpretation to final interpretation, due to context. Original purpose was to stop clubs earning profit for the sake of profit. As long as clubs are cost-neutral by end of year, it is not profiteering in my opinion.

ANU ChemSoc: If this amendment gets moved, would we receive funding or not get it?

Brendan: What would happen is due to General Secretary's interpretation, would not receive it until a decision is made repealing or overturning it at an OGM.

Jason: That's basically true, however I don't know of any instance in the past where Clubs Council or SRC has knowingly made a policy in violation of a regulation or the constitution. Don't know what would happen.

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Carla (GenLife): If the point of a club is not to be profitable and we are able to claim rebate to 100%, what's the point?

Brendan: Not all events are cost-neutral - cap of \$8 per student, Clubs Council Executive has ability to cap events over \$500. Only other method is liquid reserve grant, which Executive has said they would be unhappy to see that applied for in successive years.

Carla: Why should clubs who don't run at a loss subsidise clubs that do?

Brendan: You would still receive funding at \$8 per head, doesn't change the overall funding cap. What this would do is encourage some clubs to seek funding from their members directly to allow them to make that profit. The only way to get that \$100 is if you earn money from an event, not from Clubs Council.

The amendment is carried.

Brendan: One-to-sign constraints - this affects all clubs. Last year two-to-sign was brought in, many clubs had both a one-to-sign and two-to-sign. New policy severely restricts one-to-sign, which I think is overreach. What we do with one-to-sign should be up to clubs. New restrictions include not allowing to deposit into one-to-sign account, written approvals from 2 trustees are required before funding spent from one-to-sign account.

Jordyn (ANUDEBSOC) (against) - Against: My club has been running events and aren't very hard to adhere to these requirements. Online messaging is very easy. This makes it too easy and I think it's a bad idea.

Felix (Artifex) (for) - For: I'd like to present the other view of what it will be like to organise events. I notice in previous versions it did not require the \$200 limit, now money will have to be transferred in for every event, which requires people to go to the bank and do the approval for every event. Online communication - it's not just written approval from two people on committee, but from two trustees.

Dom (CAPSS) (against): On that last point, I agree with the previous speaker against. As a club, we know we're organising events well in advance and if you have a good working relationship with executive it's easy to message. Number of trustees doesn't necessarily have to be limited to 2, I don't think it's very arduous.

David (CSSA) (for): it's not always known the amount of money you need for the event, food is an example as we know from experience. This amendment makes it easy to buy more food for event if it's running low as we know.

Mayra (Latin American) (for): My background is in project management. When you run an event there's a contingency budget. I see this as risky because you need written approval at the same time. If someone is away or overseas it is difficult to approve at the

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same time. We don't have a for-profit motive, we work to serve - sometimes rules can hinder a lot. Realistically it is hard to have approval from our trustees.

Alex (esports) (point of clarification): What counts are written approval? Would we need to collect all screenshots or documents?

Jacob: It could be a Facebook or Slack message or a written document. Yes, you would have to keep track of that in some way - Facebook and email obviously stays, Slack should last the whole year unless you're a particularly active club. These cases are unlikely to come up unless in cases of poor financial management - having the records would protect you.

Carla (gen life) (against): I have experience in corporate banking. The problems people have is a commonwealth bank issue, not a policy issue

Brendan (right of reply): Sometimes you don't know funding until you see turnout. Most clubs affiliate with CommBank given they're on campus. On balance, it's a question of security versus usability. I don't think this adds that much security.

Amendment is carried.

Brendan: Traditionally you could spend up to \$1000 on capital expenditure, this is mostly unchanged. Some clubs are asset heavy. I think it's unreasonable that we have to spend \$1000 on board games and \$9000 on food. I therefore suggest some small changes to allow full \$10,000 to be used for capital expenditures, if the spending is for the core purpose of the club.

Seconded by Evie from Chemistry Society

Jason: Last year we over spent. No funding have been allocated differently, this amendment is self-centred. There already exists grants for this. This amendment could mean that we could run out of money mid-year

Amendment defeated.

See Reference L

Moved: Jacob Howland

Seconded: Jason

Motion carried.

5.5 Motion to Adopt the Funding Transitional Measures Policy 2019

See Reference M

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Jacob: We need a short policy in order to work out which grants the previous policy applies to and which the new policy applies to. Anything moved before midday today falls under old policy anything afterwards falls under new policy.

Moved: Jacob Howland
Seconded: Jason
Carried

5.6 Motion to Amend the Affiliation Policy per Referenced Amendment

Jacon: This policy references the policy passed and how it is referenced. We should change that.

See Reference N

Moved: Jacob Howland
Seconded: Jason
Motion carried

Item 6: Ratification of Approved Affiliations and Motions to Affiliate

6.1. Ratification of Provisional Affiliations

None.

6.2. Ratification of Affiliations Approved by the Clubs Council Executive

None.

6.3. Motions to Affiliate, approved by the Affiliations Officer

6.3.1 ANU MBA Students and Friends Association

Hao: MBA Students and Friends society was created this year to connect students and alumni in MBA, as well as seminars, networking events and more for ANU Students as a whole.

Moved: Hao
Seconded Ellie
Carried

~~6.3.2 ANU Astronomy Society~~
No delegate present.

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6.3.3 ANU Science Revue

Representative: we make a yearly show with funny skits and humour

Brendan: Given the ANU Science Club already exists, why is it necessary to create two separate entities.

Speaker: Different club, anyone can join, though may be more Motivation for science students.

Moved: Speaker

Seconded: CAPS delegate

6.3.4 The Australian National University Pokémon Fanclub

Representative: We're a Pokemon fan club, think there's a strong interest in that at ANU.

Myra: I support students involved in Pokémon.

Moved: Representative for the Pokémon Fanclub

Seconded: Japan Club representative

Carried

6.3.5 Mandarin Bible Fellowship Canberra

No representative present.

6.4. Motions to Affiliate, non-compliant with the Affiliations Policy

None.

Item 7: Other Business

Bridget (TABOOANU representative): I'd like to move that TABOOANU be affiliated, we're a social enterprise that tries to provide care and products to people in developing countries without access to menstruation products.

Jason: This didn't make the agenda in time, has been approved by the Affiliations Officer

Moved: Bridget

Seconded:

Carried

Edmond (representative): We're the maths society and want to affiliate

Jason: Have you been approved by the affiliations officer?

Edmond: We've sent 6 emails over the past 6 months

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Jason: In that case I'd like to move a friendly amendment that they be affiliated as long as you are approved

Edmond: that's friendly

CSSA rep: We run events with the Maths Society, would love them to be affiliated.

Motion: That the Mathematics Society be affiliated subject to the approval of the Affiliations Officer.

Moved: Edmond

Seconded:

Carried

Elevator: level 6

Item 8: Meeting Close

Meeting Closed: 2:53pm

The next meeting of the Clubs Council is expected to be held in Term 2 of 2019.

Expected Close of Meeting: 3:00pm.

Apologies Received

CCE Apologies Received from:

Abigail Manning
Claudia Harris
Emily Sisson
Harry Vinter
Mandy Ho
Ebe Ganon

Late CCE Apologies Received from:

Ji Woo Ahn
Esha Patil

Reference A: Clubs Council Chair's Report

James Howarth

sa.clubschair@anu.edu.au

05/03/2019

Executive Summary

The first three months of the 2019 Clubs Council Executive (CCE) have been highly productive. Despite many hardships with regards to hours and workload, especially this past month, the resolve of our volunteers has never been stronger.

There are many exciting new changes in the works for the Clubs Council – changes that will bring a new and refined efficiency to the operations of the Council and its diverse range of clubs and societies.

1 The Team

Despite a slightly rocky start with handovers, the CCE team has been hard at work. While a few were away on holiday for the summer period, the team ensured that consistent effort was put into setting the stage for what is to be a big year for clubs on campus.

2 Affiliations

As of writing, eighty-seven (87) of one-hundred-and-eleven (111) re-affiliations have been approved by the CCE. The unsuccessful re-affiliations are being processed by our Affiliations Office Mandy Ho alongside Secretary Jason Pover. Generally, re-affiliations were unsuccessful due to having constitutions that were not compliant with our Affiliations Policy.

3 Communications

E-mails are now being categorised and handled by our Communications Officer, Ji Woo Ahn, and replied to by Officers overseeing the respective topic of the e-mails. Most e-mails coming through have been regarding Affiliations and, more recently, feedback and questions regarding the new Funding Policy.

4 Community

While unfortunately our original Community Officer resigned, we were excited to welcome our new Community Officer Ebe Ganon. Clubs training is in the works, as well as a logo for the Clubs Council.

5 Funding

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Our Funding Officer, Jacob Howland, has been working hard developing a new Funding Policy, with public consultation methods via email and feedback forms having now been opened for clubs and student responses.

6 Conclusion

Overall a very successful three months. The CCE team this year has been incredibly enthusiastic and hard-working, and I look forward to the great changes we will be bringing to the Clubs Council this year.

Full Report

1 The Team

Unfortunately, due to the timing of elections and exams in Semester 2, handover was not as effective as one would hope. While this hindered the initial progress of the fresh CCE, the team quickly got on board as our online communications and work strategy were shored up. Since the 10th of December 2018, the team has been meeting fortnightly (bar public holidays and O-Week) to plan and approve a bold new clubs experience!

Jokes aside, the workload has been heavy for all involved as we have done our best to make up for the mistakes of past Executives while paving our own new and dynamic approach. This has been most notable for our 'named officers' – the Chair, Secretary, Funding, Affiliations, Community and Communications Officers. They will be providing their own individual reports to the first CCM.

On every off week from the aforementioned fortnightly CCE meetings, I have been meeting with ANUSA President Eden. One of the unfortunate occurrences of previous Executives has been the breakdown of communications between the Clubs Council Executive and the ANUSA Executive. However, so far both teams have formed a strong working relationship, tackling tasks head-on alongside the ANUSA Staff and Admin Assistants. While there have been a few hiccups here and there, none have stood out as unusual or unprofessional, and thus far the work ethic of both teams has been demonstrated a passionate enthusiasm for the success of our clubs and societies in their ventures.

2 Affiliations

Affiliations has been going smoothly. While we have slightly less than the expected number of affiliations, it is unsurprising given that clubs do sometimes dissolve of their own attrition or simply choose not to re-affiliate. This year we had one-hundred-and-eleven (111) re-affiliations applications and six (6) new affiliations applications. Eighty-

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seven (87) of re-affiliations applications were successful. Generally, unsuccessful applications failed due to non-compliance with our Affiliations Policy's stringent guidelines on Constitution requirements. Clubs have been respectively e-mailed with regards to their issues of non-compliance, and as-of-writing we expect all re-affiliations to eventually be successfully completed. The new affiliations will be submitted to and considered by the upcoming first Clubs Council Meeting. A list of the successfully re-affiliated clubs was posted to the ANU Clubs and Societies Facebook group, as well as e-mailed to all clubs who submitted a re-affiliation form.

3 Communications

Communications have significantly improved since the last Clubs Council; however, progress has been steady and there are still greater improvements to be made. A key feature of these improvements has been cleaning up the sa.clubs inbox and ensuring better record maintenance with regards to e-mail lists, etc. The CCE is also looking into the creation of a Facebook Page to administrate the current Clubs and Societies Facebook Group which, while not our main outlet of official information, has increasingly become a source of said information for many clubs' executives and clubs' members.

4 Community

Although our original Community Officer resigned, the position was quickly filled. Currently Clubs Training is being planned between CCE and ANUSA, with certain compulsory trainings that will be required for certain types of grants and funding. A consultation form was released for members to comment on training plans. Currently, there are two Events and Balls Training sessions planned for the first Teaching Period ('Term 1') – these training sessions will be compulsory in order to receive money via Special Events Grants (often used for Clubs Balls).

A logo has also been in the works for the Clubs Council. It is our hope with this logo that the Council may achieve a distinct persona within student life, and that both our operations within the community and our communications to them develop a positive and professional image. Negotiations with ANUSA have been rocky and drawn-out – however, as-of-writing the CCE and ANUSA believe a reasonable compromise has been reached and have found common ground on the logo's design. This design is to be moved at CCM1 for approval.

5 Funding

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Despite some hiccups, CCE can now grant money to clubs and societies. This applies retrospectively, so grants clubs applied for already will be funded and grants from now on will also be funded (if they have been approved!). The funding system ANUSA employs, MSL, was unfortunately briefly down. The issue was resolved and clubs who have had their re-affiliations approved will be able to apply for funding.

Most importantly within the funding portfolio is the new Funding Policy. The new policy is now less than half the length of the original and will hopefully be much easier to understand for clubs and societies. It is still a work-in-progress currently, however the plan is that the Policy will be completed by and submitted at CCM1. A lot of hard work went into this new policy, and it is my hope that clubs delegates will recognise that and pass it through. As mentioned, public consultations are now being handled via sa.clubs@anu.edu.au and the provided feedback form. We are also hoping to attain data on previous trendlines in grant requests to better ascertain how money can be distributed without the issue of overspending.

Public in-person consultation occurred today (Tuesday, 5th March) from 2pm-4pm and Clubs had been notified. Attendance was low, with both the Board Games Society and Dining Society Presidents noticeably absent for the entirety of the two (2) hours despite promised appearances in e-mails sent out to clubs.

A huge thank you as well to our Funding Officer Jacob, who has put countless voluntary hours into developing and amending the new Funding Policy. Without his hard work, I doubt it would have been possible to accomplish such a feat.

6 Conclusion

Overall, the last three months of work have been fruitful. The enthusiasm demonstrated even by those overseas or back home during the holidays was immeasurable, and the countless volunteer hours our team have put in has been stunning. I couldn't ask for a better team, and I believe the work we will do together will refine the Clubs Council to be an incredibly productive, efficient, and effective model for the running and funding of ANU's Clubs and Societies.

Reference B: Secretary's Report

Jason Pover

05/03/2019

Policy

I assisted the funding officer in the development of the proposed new funding policy. I would like to congratulate Jacob on the incredible work he put into that document. It is a substantially more simple and clear document than its predecessor while achieving the goals of the previous policy. I commend the policy to the Council.

Apart from that I have developed a new Communications Policy to replace the existing Logo and Social Media Policy. The new policy develops the existing one and goes on to cover details on issues like communication with clubs and consultation with ANUSA that were not dealt with in the existing policy, which had a more restricted scope.

I am also moving amendments to the Executive policy which deal with a number of things. Most significantly, they address attendance and workload expectations for Executive members. Apart from that they address a number of other issues that I discuss in my explanatory memorandum.

Reaffiliations

I directly and indirectly interpreted 102 constitutions in the lead up and during O'Week. It was a quite laborious process, and I'm thankful it is done. Congratulations to the clubs who have successfully reapplied, the Executive and I realise it is a difficult process.

I am working on a method to simplify the reaffiliations system through amendments to the affiliation policy. That process is currently in the early stages of drafting and will continue through the year to be brought at Clubs Council at CCM 2 or 3. The intent of the policy amendment is to allow Clubs who have been reaffiliated in previous years and whose situation has not changed to be exempted from the full reaffiliation procedure. This should streamline the process, both for clubs and for the Executive. Currently, the process is far too labour intensive both for Clubs and for the Executive.

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Interpretations

I have made a number of interpretations of Clubs Council policy as per my powers as secretary. The first related to the relationship between Policy and Executive Rule, and the power of the secretary to remove rules that are repugnant to subsequent policy. I found that rules, as an administrative power, are permanently invalidated by policy on the issue the rule dealt with once the policy is passed.

The second two related to the operation of section 2.1.4(b) of the affiliations policy. The first (interpretation 2) found that methods to remove office bearers must be positive and open to members to employ at any time and mere term limits do not constitute a method to remove officers. The second found that provisions allowing members to direct office bearers can constitute a method to remove office bears under some circumstances, thus satisfying 2.1.4(b) and 2.1.4(c).

The Fourth related to the Funding policy. This interpretation responded to legal advice received by ANUSA relating to the operation of the Clubs Regs, which could have potentially made all grants discretionary. My interpretation had the effect of preserving the funding policy's non-discretionary grants and created an additional discretionary grant arising from the regulations. It also clarified the method for interpreting the Clubs Regulations. It was a very significant interpretation.

Miscellaneous

I was involved in the logo negotiations. We have, after a long process, produced a logo.

We arrived at the current time for the CCM because Kambri decided it was ok to cancel our booking so the VC could do some sort of staff induction which had not been booked. I love the ANU administration.

I have assisted the Chair in his duties, and have attended more meetings than I can count.

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Hours

I estimate I have put in 25 hours a week since I was elected at the beginning of December. I am an unpaid volunteer.

Reference C: Funding Officer's Report

Jacob Howland

05/03/2019

This is my first experience of giving a report of this nature, so please bear with me, and feel free to ask any questions/for any clarifications you might have. With that said, this report will be divided into two sections - the new funding policy (which will be discussed quite a lot more at this meeting, so the report will focus on the process), and clubs funding/grant applications.

1. The Funding Policy

Reform in this area was the primary new thing I wanted to do in this portfolio. I am glad to be able to report that this is now very close to done. I believe that this policy has fixed a number of problems which exist in the current policy, including and especially making it more accessible for clubs of various legal and policy backgrounds, while keeping the legal and financial risk protections needed in a policy which controls (this year) \$150,000 of student money.

To give context to (a) the amount of work required, and (b) the breadth of consultation, I will briefly summarise the policy process. Work began in the first week of December (the first week of our terms), with my commencing the drafting of the new policy by reference to notes/advice from Howard Maclean (the previous secretary), my understanding of the current policy, and my experience of accessing funding under the current policy (as a member of ANU Debating's committee). During this early drafting process, a number of working group meetings, including various combinations, of James, Jason, myself, Eden, Dash, and Sam took place. Legal advice was requested on a version of the policy CCE were entirely happy with, and some of the ANUSA exec had seen and not raised concerns about, in mid-January. This advice was received in week 1, and has resulted in a number of changes to the policy being moved today, plus the amendments which have been drafted. Whether or not these changes are desirable to clubs, they mean that for the first time in the history of the Clubs Council, we may have a funding policy which is compliant with the ANUSA Constitution and Clubs Regulations.

There will obviously be more to be said about this policy in this meeting, but overall, I am proud of it.

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2. Clubs Funding

Despite the fact that the vast majority of the time I have spent on this role so far has been on policy development, my main job is administering the funding system. I am honestly still finding my feet in this aspect of the role, as I received essentially no handover, especially in this area. However, I recently had a productive meeting with some of the ANUSA Admin Assistants and Sam, where we made a lot of progress in working out what the workflow will look like, and so far that has been going smoothly.

The receipt of SSAF funds (i.e. the money used for clubs funding) was unfortunately slightly delayed, so we did not have the ability to pay any grants before the start of week 1. I acknowledge that this was less than ideal, especially for those clubs who did not have the cash reserves to run o-week events. This problem was compounded by the fact that MSL access, both for clubs and for us, was down for approximately a week around this time, as permissions were set to expire automatically on the 8th of February, and could not be granted again until clubs had been re-affiliated. It was bad that we were not aware of this, but it was a teething problem with the first year change that MSL was in use, which will be able to be alleviated in the future now that future CCE's will be aware of the problem.

Both of these issues have now been resolved/resolved themselves, so I am glad to be able to report that approximately \$1,600 have now been sent for payment, and I would estimate that around \$10,000 in grant applications have been fully submitted and are currently in various stages of approval. I regret that I am unable to give more precise figures than this, but unfortunately MSL does not provide them. I anticipate being able to give more comprehensive updates on spending by CCM2, as the Admin Assistant team and I get on top of processing applications.

Reference D: Community Officer's Report

Ebe Ganon

01/03/2019

Hi all! Firstly, my apologies for not being present to deliver this report in person. I've had to fly home to Perth to attend to family matters, however I am attempting to be just as contactable and involved as I would be if I was still in Canberra.

Secondly, a huge thank you to the executive and to Sam for helping me to get up to speed following my late joining of the team. I was appointed to the role of Community Officer mid-January and have had to hit the ground running with regards to planning and administering training.

Here are a few of the things that I have been working on since my appointment:

- **Training Consultation:** I publicised a Training Consultation Form across Facebook and email, which received approximately 40 responses – thank you to all of those who completed the form. It is with respect to this form and the handovers of previous Community Officers, as well as the judgement of the current Clubs Council executive and ANUSA representatives and staff that the current training program has been devised.
 - For clarity, as publicised via Facebook and email, there will be three primary trainings throughout the semester: Finance, Ball & Events, and Governance. These will all run in the first teaching period and first teaching break, with repeats scheduled for semester two to allow for changeovers in club executives.
 - Please continue to fill out this form as you come across areas in which you believe training would be beneficial. Alternatively, contact me via sa.clubs@anu.edu.au.
- **Training:** training is well on its way, with dates and times, presenters and proceedings all having been locked in for our first two sections of training (Finance, and Ball & Events). Save the dates and Facebook events have been publicised over the last few weeks, and I urge you to ensure that your club has the appropriate delegates attending the appropriate trainings. Information on Governance Training will follow shortly (at the time of writing).
 - For emphasis, Ball & Events Training is **COMPULSORY** for any club wishing to apply for the Special Events Grant.

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- To address a question I have already had, the aim for this years training was rather than running long, full day trainings like last year, that we would run shorter sessions scheduled at varying times during the week, which were more likely to attract attendance from our diverse student population (e.g. reaching those who work full-time, have compulsory classes, caring duties etc).
- I will be publicising a Feedback Form following each of these trainings, to ensure that we are delivering what is (and only what is) relevant and helpful to you.
- **Clubs Finance Resource:** I have been working with Jacob (Funding Officer), Dash (ANUSA Treasurer) and Sam (ANUSA Staff) to put together a written resource which addresses aspects of club financial management. This (at the time of writing) is very close to release, however we are just waiting on a few final contributions. This aims to be an extremely clear and accessible resource which runs through a variety of topics including record-keeping, applying for funding, and how each of our grants work and apply. These kinds of resources are going to be a big focus of mine this year, and I am aiming produce similar resources for all of our major training areas (events, marketing, running effective meetings). If there are any areas you would like to suggest that a resource may be useful in addressing, please be in contact.
- **Facebook, logo & outwards-facing social media:** In collaboration with James (Chair), Jason (Secretary) and Ji (Communications Officer), as well as Kate (ANUSA Staff), we have produced the first official Clubs Council logo! Along with this, we have been able to produce a new Facebook page to sit alongside our pre-existing group, which aims to be a more centralised and condensed medium for us to communicate with clubs, and with the broader ANU community. At the moment, we are using it to be a one-stop-shop for all of our events (trainings, meetings etc) and notices, so that they don't get lost in the tirade of discussion (which is very valuable!) in the existing Facebook group.
 - In the future, we would also like to be able to use the group to showcase what some of our clubs have been up to, to the wider ANU community – whilst we wouldn't be promoting events for you per se, we would like to be able to produce some bios of different clubs, what they do, and spotlight their members. If your club would be interested in something like this, please let me or Ji know.

As always, if you have any feedback for the Community portfolio, or if you think of anything that might assist in areas such as training, please send an email addressed to me to sa.clubs@anu.edu.au. As I hope will be evident in training, I read every single suggestion and attempt to implement as many as possible. Thanks!

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Reference E: Affiliations Officer's Report

Mandy Ho

06/03/2019

Hey everyone! First of all I want to express my apologies for not being able to attend the meeting in person. Due to the time change, I was unable to adjust my work schedule. Secondly, I would like to say a huge thank you for your patience with me through this whole process.

It has been an honour to be the Club Council's Affiliation Officer this year, and it has been such a pleasure to work along side with my deputy Cahill. We opened the affiliation process mid-December so that clubs would have more time to satisfy all the requirements needed for reaffiliation before the deadline.

Here are a few things I would like to address in terms of the affiliation process this year and I would like to hear your opinions on how we may improve the process in the future.

To begin, I would like to express my apologies regarding the delay of outcomes for reaffiliation.

We did not anticipate that we would receive such a high number of incomplete applications.

While I initially believed it would be more efficient to affiliate the clubs in one go, in reality this was not possible due. Thus, we had to affiliate the clubs in separate groups.

After receiving emails and feedback from clubs that submitted the form early and provided all the required details and documents, it has come to my attention that communication between the Council and the clubs was not adequate. Going forward, we will organise the process better to avoid such situations and ensure that clubs are not left in the dark.

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Lastly, I would like to seek for your understanding as it is a lengthy process to go through all the constitutions of all clubs and making sure that aligns with the affiliation policy. I promise that we are working as hard as we can and thank you for your patience.

Things I would like to achieve this year:

As I mentioned earlier, I have some ideas on how to make this process better for everyone. I am in the process of communicating with Jason to discuss what changes can be made to the affiliation policy. I will be looking through how the process can be more efficient in the future so delays can be avoided. I would love to hear from you guys for any ideas as well!

Again it is my pleasure to work with all the clubs this year, if you have any questions or concerns please feel free to contact me!

Reference F: Communications Officer's Report

Ji Woo Ahn

05/03/2019

Executive Summary:

1. Introduction

2. Communications

1. Introduction

I would like to start off by thanking James, the past Communications Officer now the Chair of Clubs Council for the very detailed handover and most importantly maintaining the role until my arrival back to Canberra.

As the communication officer this year, additional to the traditional email as a form of communication, I am very excited manage our very own Clubs Council Page with Ebe the Community Officer. Furthermore, the minutes for the fortnightly Clubs Council Executives meeting will be available on the ANUSA webpage and published for anyone to read.

2. Communications

One of the main task I took focus to was to organise emails received from 2018 December and beyond into monthly folders to ease the hassle of scrolling down to find past emails. This will be done for all incoming emails in the future as the folders are a very efficient way to find email and track record of the email chains. As the communications officer, I have been actively categorizing the received emails and informing the allocated officer to respond. I want to apologise for my unavailability early in the term and previously not setting a standard time to check the clubs emails. This has been overcome by myself checking the inbox often as I can, when I have the necessary device and internet available.

Recently with the Clubs Council logo was officialised and endorsed by the executives, and in the assumption that the logo will be passed at the CCM1, the logo will be used on for our future Clubs Council related publications. This will be evident on the soon-to be published CCM minutes on the ANUSA website and our Clubs Council Facebook page. The page is maintained by all of the Clubs

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Council Executives and also with Kate, the ANUSA Communications officer. We hope that this new platform will strengthen our communications when informing clubs on upcoming events or crucial announcements.

Like Ebe has mentioned in her portfolio, later in the future we hope to use the platform to showcase clubs to a wider audience. If your club would be interested, please let Ebe and myself know and we would love to help with that.

Future CCM minutes that will be published, I aim to have the minutes published no later than the end of the week we have sat for a meeting and again, these will be available for anyone to view on <https://anusa.com.au/about/meetings/>. On the terms of ANUSA website, I will be sending out emails to the successfully affiliated clubs on how to edit club pages on the website. This involves editing bios, inserting logos and personalising the club page to give more info of the clubs to the general public. For any questions, concerns or feedback in how communications could improve, please don't hesitate to email or talk to me.

Reference G: Branch Officers Reports

*Claudia Harris, Harry Vinter, Eli Madar, Abigail Manning,
Ben Rowley, Esha Patil, Skanda Panditharatne*

Summary

1. Arts and Performance (Claudia Harris)
2. Discipline (Harry Vinter)
3. Faith and Religion (Eli Madar)
4. Humanitarian, Social Justice & Advocacy (Abigail Manning)
5. Political (Ben Rowley)
6. Culture and Language (Esha Patil)
7. Special Interest (Skanda Panditharatne)

1. Arts & Performance

Claudia Harris

Firstly, I apologise for not being here to deliver this report as I have a tutorial registered for this time. Secondly, I am incredibly excited to lead this branch and work with every club involved to have societies collaborate and also be an advocate for these clubs for whatever issues they may come across. Lily has provided a wonderful hand over and I hope to continue her ideas in working the community.

Connection the branch:

- Will be updating a contact list so I can reach out to other clubs and will be able to help them if they wish to collaborate
- Will also attempt to do what Lily was unable to do and create a branch FB group to help connect everyone (could also possibly be a slack group/ mailing list)
- Will also collaborate with other branch members to help connect clubs to do other collaborations not just performance related

Informing the branch:

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- Once FB group is created will make sure people are kept up to date in regards to clubs council meetings and any changes to the policy (especially in regards to the new funding policy)

2. Discipline

Harry Vinter

Apologies that I am unable to make CCM in person but please feel free to contact me for any club related stuff. Keep an eye out for a meet and greet event that I will be posting about later this week for club execs as I am keen to see more collaborative events this year!

3. Faith and Religion

Elisheva Madar

I am honoured to start representing, advocating and organising for the Faith and Religion societies on campus. I have a lot of big ideas for the year, but most of them rely on the support and engagement of the Clubs within my branch. So my first goal for the semester is to get in touch with every club (ideally in person), to discuss what relationships they've had in the past with Clubs Council, what they feel can be improved upon, and any major goals they have for the year going forward that we can help to facilitate. My other main goals so far are:

- Get in contact with previous Branch Officer to discuss what they feel are the biggest challenges and opportunities for the Branch
- Create a mailing list/Facebook group for the Executives of every Club so people feel comfortable to post questions, encourage inter-club event ideas and to create a more open space for students to engage with
- To ensure one member from every Club has attended Finance Training, and to follow up with those who have not
- Work with the ANU Ethno-Cultural Department to begin the process for organising a uni-wide Interfaith Week (also hope to discuss and work with the Language and Culture Branch Officer on this!) - as this seems to be something

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the University will get on board with if there is a big enough push from student representatives

4. Humanitarian, Social Justice & Advocacy

Abigail Manning

I'm thrilled to be in this role. I hope to be an effective advocate for my branch, answer any questions they might have, and facilitate some great collaboration. The clubs in the H,SJ,& A branch do not only affect the ANU community, but have a huge positive impact on the wider Canberra community and beyond, so I am very honoured to represent them, and excited for the year ahead.

- So far in the role my focus has been on establishing contact with clubs and societies within the branch, this is a slow process so far, as many clubs are still settling back into activity on campus.
- In addition to getting in touch with clubs, I have been floating the idea of a collaborative calendar within the branch. This would serve two purposes. Firstly, from a purely functional standpoint it allow clubs to remain aware of each other's activities and avoid event clashes which may bring down attendance. It would also assist me in keeping updated on activities within the branch. Secondly, it would enable cohesion, and make it easier for clubs to see opportunities for collaboration. So far I have had positive responses to this idea, so I will be continuing to work on this and sort out the most efficient way to both collate and distribute the calendar, potentially through the Facebook group, or mailing list.

5. Political

Ben Rowley

I am excited to be included and have the ability to explore the opportunities that this role can bring for political clubs on campus. I hope to be an effective bridge of communication between any clubs about the workings or the council. Predominantly, for the time being, I've been assisting clubs within the branch assisting with issues with their

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re-affiliation. Beyond this I aim to continue the line of work of the previous officer, Niall. I will reach out to see how they moved towards trying to work for funding for the clubs and seeing if there are any other avenues for this. If this proves unsuccessful then discussing with clubs ways in which they could find alternative ways in which they can gain funding. This is vital as the clubs in this branch often don't have membership fees. Finally I aim to facilitate cross club events and will be reaching, after speaking to the branch, out to clubs and other branch officers to facilitate such events.

6. Culture and Languages

Esha Patil

I am excited to represent the Culture and Language Branch for the following year. I hope to be an efficient point of contact and resolve all the doubts the clubs may have. In addition, I am hopeful to have some great collaboration events in-between the clubs, but this depends upon the support and involvement of the clubs within my branch.

1. Hence, my first aim for this semester has been to establish contact with the various clubs under this branch, this process has been delayed due to clubs just getting back from the vacations and affiliation process.
2. My other goals are:-
 - Introduce myself to the clubs as the contact person.
 - Contact the previous Branch Officer for a handover and discuss the challenges for the branch.
 - Establish a Facebook group for the executives of every club to share comfortably the problems, post-inter-club events and ideas to encourage maximum attendance without other club events clashing. Moreover, keeping the clubs updated with any changes to the policy (especially new funding policy) and clubs council meetings.
 - To create collaborative events, determine the collective and differing goals for each individual clubs to resolve any arising challenges and also promoting collaboration among different branches for greater exposure and ideas by mailing list.

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3. When organizing a collaboration within the clubs, the process will include:-
 - Individual clubs and executive members will be contacted.
 - Deciding on the format of the event and logistics.
 - Confirming the involvement of the numerous clubs and executive teams and assigning the tasks to be completed on time.

7. Special Interest

Skanda Panditharatne

Special Interests is a challenging role that I'm excited to fill this year, assisting and advocating for clubs that don't fit within other branches and have unique requirements. Given the special needs of clubs within this branch, I will be primarily looking to the clubs to communicate their requirements when setting my objectives for the year. There are, however, some goals that I'm hoping to address in the near future:

- Firstly, I'm keen to communicate with all clubs in the branch. The challenge here is that we are yet to finalise which clubs fall within the branch, and part of the conversation I'm hoping to have with club representatives is determining whether your club best fits within this branch or another branch. Looking back on registration lists from previous years, I think there is the potential for some clubs which have previously been classified in Special Interests to possibly be good fits within other branches. I've already been collaborating with the other Clubs Council Branch Officers to make a brief sketch of where clubs could fit, but I think the most important voices in that process should come from the clubs themselves. I'm therefore very keen to hear from club representatives if you think your club has unique needs that make it a good fit for Special Interests.
- Once we have finalised which clubs are within the branch, I intend to communicate with clubs to determine how we can assist in collaboration between clubs. This applies not just to collaboration between Special Interests clubs - I've had preliminary discussions with other Branch Officers about finding ways to encourage collaboration between Special Interest clubs and clubs from other branches.

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- I'm interested in hearing about other ways in which the Clubs Council can assist clubs within the branch. I have a few prompts, which I'd be keen to hear feedback on:
 - How to revitalise the Special Interest Branch Facebook Group, and if it's the best way to facilitate communication within the branch
 - Discussion of how the new Funding Policy affects clubs within the Branch
 - The potential for a meetup event for clubs within the branch
 - Other ways of advocating for clubs within the branch

Reference H: General Officers' Reports

Cahill Di Donato, Niam Foxcroft, Zeyi Wang

Summary

1. Cahill Di Donato
2. Niam Foxcroft
3. Zeyi Wang

1. Cahill Di Donato

It's been an honor to be working with the Clubs Council this year as a general officer. I have chosen to focus my work helping Mandy, the Affiliations Officer. We have had an extremely busy first few weeks to the year, reading over constitutions, organising club trustees and two-to-sign bank accounts as well as working with clubs one on one to fix errors or misinterpretations in their supplied documents.

I appreciate everyone's patience during the past weeks as we have been organising the re-affiliations of over 100 clubs, as well as welcoming to the university a handful of new clubs who embark on their first semester as an official ANU club.

We have had a hectic start to the year but I am very excited to see the success of the university's diverse range of clubs and societies throughout the year.

2. Niam Foxcroft

It's been a great start to the semester. I've been deputized under Jason as a deputy secretary, which so far has involved taking minutes when Jason is speaking, learning about our file management and looking into improving current policies. There's a lot of interesting stuff that I'll have to read up on!

While much of the executive has been busy working away over the summer break, I was overseas which disconnected me from being an active member of the team as I was unable to attend meetings. I did however keep in the communication loop through our Slack platform to make sure I wasn't entirely out of my element when I came back.

Overall, I'm excited for the new year, the new Exec and the new Clubs Council! There's already been some really amazing strides in making sure the year goes well and I can't

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wait to see what this student body continues to do to make campus life even better than it already is.

3. Zeyi Wang

I am so excited and appreciated when I knew I was successfully assigned as general officer of Clubs Council. I've been dreaming about this work for a long time, and I hope to contribute my effort to the clubs as well as ANU. I believe this semester will be both challenging and interesting.

What regretful is I was overseas doing internships during the summer break, while most of the executive staff were working hard for the reorganisation of our clubs. It is sad that I missed the clubs' activities and virtual connection with the other members. I was trying hard to keep in touch with the club through Slack, but it not worked very well due to region restriction. I did check the announcement and discussion on Slack to guarantee I won't be fell far behind when I come back.

I have attended once executive meeting so far and was assigned as secretary funding officer. I am not literally starting my work yet as the funding work will start after the club is well settled and managed. However, I am ready and prepared to contribute my strength to the executive whenever needs me.

In summary, it is my honor to work with so many brilliant people. I look forward to participating in more clubs' activities and help to build more successful clubs for ANU.

Reference I: Clubs Council Logo

Decision Motion CCM1/2019 (No 1).



Reference J: Communications Policy 2019

Decision Motion CCM1/2019 (No 2)

Communications Policy 2019

Contents

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5.	Other Social Media	Pg.1

1. Interpretation

- 1.1. In this policy unless a contrary intention appears
 - 1.1.1. *Executive* means the Council Executive as it is described under the Club Regulations.
- 1.2. This policy shall be interpreted, so far as possible, so as to be consistent with the Constitution and Regulations of the Association and is invalid to the extent of any irresolvable inconsistency.

2. Nature & Scope of this Policy

- 2.1. This is a Council Policy made under s17(2)(2) of the Constitution of the Australian National University Students' Association and s5 of the Clubs Regulations.
- 2.2. This is a policy that is both a decision, and a plan of action under section 28 of the Constitution.

3. Clubs Council Logo and Miscellaneous Branding Materials

- 3.1. The Clubs Council Executive may design and publish a logo and other branding Materials.
- 3.2. All logos and branding materials will be approved by a decision of the Clubs Council Executive.
- 3.3. All proposals to amend logos and other branding materials shall be brought to the Executive by a committee comprising no more than five (5) individuals chosen by the Executive.
 - 3.3.1. The committee shall make decisions by simple majority.

4. Clubs Council Facebook Page and Group

- 4.1. The Clubs Council Executive may, from time to time, create an official Facebook page and/or group to represent the Clubs Council.
- 4.2. The Clubs Council Facebook page and/or group shall be managed, maintained and operated by the Executive at its discretion.
 - 4.2.1. The Executive may delegate the management of the page and/or group to

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any of its number, but no others.

- 4.3. The Clubs Council Facebook page and/or group is to be used only for official purposes. These purposes can include, but are not limited to:
 - 4.3.1. Communications between Clubs and the Executive
 - 4.3.2. The marketing and promotion of Clubs, Clubs Council and the Association.
- 4.4. The executive shall be empowered to make Rules to govern conduct in these online spaces.

5. Other Social Media

- 5.1. The Executive may create, amend, and manage other social media presences, from time to time.
- 5.2. Any such presences shall be limited to those purposes relevant to Clubs Council and the Clubs Council Executive.
- 5.3. These presences shall be managed, maintained and operated by the Executive at its discretion.
 - 5.3.1. The Executive may delegate the management of these presences to any of its number, but no others.
- 5.4. These presences are to be used only for official purposes. These purposes can include, but are not limited to:
 - 5.4.1. Communications between Clubs and the Executive
 - 5.4.2. The marketing and promotion of Clubs, Clubs Council and the Association.
- 5.5. The executive shall be empowered to make Rules to govern conduct in these online spaces.

6. Communications

- 6.1. The Executive shall be empowered, at its discretion, to communicate with Clubs so as to carry out its duties under the Constitution and Regulations of the Association and Policies of the Association.
- 6.2. Clubs in their communications with the Executive shall make clear:
 - 6.2.1. The identity of the Club being represented;
 - 6.2.2. The name of the representative making the communication; and
 - 6.2.3. The position of the representative making the communication.

7. Consultation with the Association

- 7.1. When, and only when, a decision made by the Executive, or any others under this policy, relates directly to marketing strategies of organs of the Association beyond Clubs Council then the Executive shall consult with those organs.
- 7.2. Where consultation is mandated, the Executive shall only engage in consultation while doing so is not an impediment to the expeditious conduct of its duties and agenda.

Reference K: Executive Policy Amendments

Decision Motion CCM1/2019 (No 3)

Explanatory Memorandum

The primary purpose of this policy amendment is to codify a set of rules governing the attendance of members of the Clubs Council Executive to their duties in their respective roles. Last year's executive was unfortunately plagued by sparse and inconsistent attendance at meetings as well as individually unfulfilled portfolios.

It is therefore a priority of the 2019 executive to inculcate a better culture from day 1. In pursuit of this, we drafted an executive rule dealing with executive attendance and resignations. This is here codified in the proposed sections 6-7 of the amended policy. Section 6 deals with attendance at executive meetings and the carrying out of Clubs Officers' Portfolios. It provides for a series of consequences to result from dereliction on either count. Section 7 creates a procedure for resignations and, although difficult to enforce, it will hopefully encourages behaviours re resignation that are not deleterious to the operations of the Executive.

The insertions into section 5 deal with Executive rules. The amendments clarify the operation of Rules, in terms of their scope and the competency of the Executive to pass them. It also operates to forbid the Executive as a whole from binding itself. This amendment buttresses the source of power for an essential element of Clubs Council executive practice, but one which has been traditionally lacking in clarity.

Subsection 2.3 deals with the deputisation of

Motion to insert:

Subsection 2.3

“

Deputy Officers

- 1.3.1. The Executive shall be empowered to co-opt General Officers and Branch Officers as Deputy Officers.
- 1.3.2. Deputy Officers can be appointed to assist the positions of:
 - (a) Chair
 - (b) Secretary
 - (c) Funding Officer
 - (d) Affiliations Officer
 - (e) Community Officer
 - (f) Communications Officer
- 1.3.3. Deputy Officers may assist Executive Officers in the discharge of their portfolio, but Executive Officers may not delegate any responsibility fundamental to the Executive Officer's portfolio or any responsibility otherwise made non-delegable by any governance instrument.”

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Subsection 5.2

“

Appendix A of this policy is given full force as Clubs Council Policy.”

Subsections 5.9-5.11

“

- 5.9. Executive Rules shall be made by a majority vote of the Executive.
- 5.10. Any Executive Rule can be repealed by either:
 - a. A majority vote of the Executive.
 - b. Necessary inconsistency with subsequent changes to the Constitution, Regulations or Policy of the Association.
- 5.11. While Executive Rules can bind Clubs and individual members of the Executive, but shall not purport to bind the Executive as a whole.”

Sections 6-7

“

6. Executive Attendance

6.1. Scope

- 6.1.1. This provision applies to members of the Clubs Council Executive, but not to non-voting and ex officio members.
 - (a) For the purposes of this provision, members are Executive members listed under section 3.2.1 of the Clubs Regulations.

6.2. Absenteeism

- 6.2.1. Members will at minimum be available such that they can discharge their duties, specifically they shall:
 - (a) Attend CCE and CC meetings. Where members cannot attend it is sufficient to give apologies, so long as the member has attended at least one meeting of the last three CC or CCE meetings.
 - (b) Complete an appropriate level of independent work to discharge their duties.
- 6.2.2. Non-attendance for meetings outside of teaching periods shall not constitute non-attendance of a meeting for the purposes of this policy.
- 6.2.3. Members who do not satisfy the requirements under 3.1 and have not been granted leave are absentees.

6.3. Apologies

- 6.3.1. Apologies will be delivered to the Secretary of the Clubs Council before a CC or CCE meeting.
 - (a) The Secretary will be given two (2) business days notice for apologies in relation to a CC meeting and six (6) hours notice in relation to a CCE meeting
- 6.3.2. Apologies are only acceptable as an alternative to attendance where the member has attended one of the last three CC or CCE meetings.

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- 6.3.3. The Chair may waive these requirements where they deem it appropriate to do so. The Secretary may waive the requirements relating to notice given for an apology
- 6.4. Consequences of Absenteeism
 - 6.4.1. Absenteeism is grounds for counseling of the member by the Clubs Council Chair.
 - 6.4.2. Where counseling does not result in improvements and there are no sufficient extenuating circumstances, the Executive shall consider whether to vote to censure the member.
 - 6.4.3. Where censure does not result in improvements and there are no sufficient extenuating circumstances, the Executive shall consider whether to vote to request that the member resign.
 - 6.4.4. Where the Executive has requested the member's resignation, and the member does not resign barring any sufficient extenuating circumstances, the Executive shall shall consider whether to move at the next Clubs Council Meeting to remove the member.
- 6.5. Extenuating Circumstances
 - 6.5.1. Extenuating circumstances will be broadly defined and includes, but is not limited to:
 - (a) Reasonable Travel
 - (b) Illness
 - (c) Personal Issues

7. Resignations

- 7.1. The member may resign from the Executive and their duties in their respective office by submitting a Resignation Letter.
- 7.2. Resignation Letters must be submitted at least two (2) weeks in advance of the date the member intends to resign from their duties.
 - 7.2.1. Resignations must consist of:
 - (a) the member's full name;
 - (b) their university identification number;
 - (c) the reason or reasons for resignation; and
 - (d) the digital or handwritten signature of the resigning member.
 - 7.2.2. Resignations must be submitted to the Chair of the Executive.
- 7.3. Resigning members must partake in the handover of their duties to their successor; the handover process.
 - 7.3.1. Resigning members are exempt from the handover process where:
 - (a) the Chair exempts them;
 - (b) the resigning member is incapacitated and unable to partake in the handover process; or
 - (c) the Executive fails to appoint a successor within the two weeks subsequent to the submission of the Resignation Letter.
- 7.4. The resigning member is guaranteed fair treatment consistent with relevant policy, regulation, and legislation during the two weeks subsequent to the

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submission of their Resignation Letter, and will act in their duties until the two weeks have concluded.”

Reference L: Funding Policy 2019

Decision Motion CCM1/2019 (No 4)

Funding Policy 2019

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1. General Operation and Definitions

- 1.1. This Policy is made under s.17(2)(c) of the *ANUSA Constitution* and s.5 of the *Clubs Regulations*. In the event of any inconsistency between this Policy and the Constitution or any Regulations made under it, the Regulations prevail over the Policy, and the Constitution over the Regulations.
- 1.2. In the event of any inconsistency between this Policy and any rules or other materials made or issued by the Council Executive (the Executive) or the Association, the former shall prevail.

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- 1.3. As far as possible, in the event that a provision of this Policy is inconsistent with the Constitution or Regulations, this Policy shall be read down to bring it into interpreted as being consistency with the Constitution and Regulations
- 1.4. No funding may be issued by the Council outside the mechanisms provided by this Policy, the Regulations, or the Constitution.
- 1.5. The Executive is empowered to make rules to govern the administrative and procedural operation of grants, and to identify, prevent, or limit profiteering enterprises.
- 1.6. Clubs are independent of the Association and must not represent to any third party that they act on behalf of the Association, have authority to bind the Association or to incur a debt on behalf of the Association.
- 1.7. In this Policy, unless the contrary intention appears
 - Assets** means things that are of more than nominal value and have meaningful reusability.
 - Compliance Provisions** means sections 2, 3, and 5 to 7 of this Policy
 - Income** means all income generated, other than membership fees and merchandise sales, regardless of whether this income is retained, donated, or otherwise.
 - Liquid reserves** means money or other easily liquefiable assets.
 - Merchandise** means club branded products.
 - Summer break** means the period between the last day of semester 2 exams in one year and the first day of Orientation Week in the next.
 - Year** means financial year of the Association.

2. Compliance with SSAF and Grant Approval

2.1. SSAF Compliance

- 2.1.1. A club must not spend any funds received under this Policy in contravention of requirements that apply to the expenditure of the Student Services Amenities Fee (SSAF).
- 2.1.2. Each club is responsible for ensuring it is aware of and complies with SSAF expenditure limitations.
- 2.1.3. Section 2.1.1 of this Policy applies even if expenditure is otherwise compliant with grant approval.

2.2. Expenditure not in accordance with Grant Approval

- 2.2.1. A club must not spend any amount from a grant approval outside the purposes for which approval has been granted or in contravention of the Constitution, the Regulations or this Policy.

2.3. Non-compliant Expenditure

- 2.3.1. Any expenditure determined not to be compliant with 2.1.1 or 2.2.1 will not be reimbursed to a club.
- 2.3.2. If expenditure of funds already paid to a club under this policy is found not to be compliant with 2.1.1 or 2.2.1, the Clubs Council Executive may require the club to refund the amount which is not compliant, which amount must be refunded, or may deduct an equivalent amount from

future grants to the club. It is a contravention of this policy not to refund any amount required to be refunded under this section.

3. Eligibility for Funding

3.1. To be eligible for funding, a Club must:

3.1.1. Be affiliated with the Council at the time of the event.

3.1.2. Not have exceeded its annual funding cap.

(a) An individual Club may not receive more than the lesser of 9% of the Council's annual clubs funding budget, or \$10,000, per year.

(b) If the cap under s.3.1.2(a) is \$10,000, a Club may move a motion at a Council meeting to increase its cap to up to 9% of the Council's annual clubs funding budget.

(c) If a motion under s.3.1.2(b) passes, the Executive may veto the increase if they believe, after consideration, that it will damage the budgetary position of the Council or create financial risk for the Association.

3.1.3. Comply with dual authorisation financing.

(a) This requirement is satisfied by a Club's primary bank account operating on a Two to Sign framework.

(b) A club may maintain a One to Sign transaction debit card account and remain in compliance with this section provided that:

(i) This account never has a balance of more than \$200 for a period of longer than 24 hours; and

(ii) No funds are deposited into this account except from the Club's primary account (which is subject to a Two to Sign framework); and

(iii) Written approval is obtained from two of the Club's trustees before funds are expended from the One to Sign account.

3.1.4. Be properly financially managed.

(a) The Club must not have knowingly incurred a debt unless it is certain that the Club will be able to pay the debt when it falls due for payment; and

(b) The club must not act in reliance of receiving funding until their budget request has been approved.

3.1.5. Not be subject to an action under the Clubs Council Reprimand and Penalties Policy.

3.2. To be eligible for funding, an event must:

3.2.1. Be held in a public place.

3.2.2. Be publically and effectively advertised.

3.2.3. Be open to all members of the Association and PARSA.

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- (a) A Club may restrict an event on to membership of the Club only if non-members have a reasonable chance to become members at or before the event.
 - (b) The Executive may grant exemptions to this rule if it believes that the proposed restriction is reasonable and fair to other student and in the best interests of the University's student community.
 - 3.2.4.** Not be held in the summer break.
 - 3.2.5.** Not be held in the previous year, unless the club has evidence of administrative error on behalf of the Executive which caused their grant to not be processed in the previous year.
 - 3.2.6.** Not be held on the same day as another event which the Club has already applied for a grant for.
 - 3.2.7.** Not be exclusively or primarily for the Club's executive. At least 40% of attendees should be members of the Association or PARSAs who are not serving on the Club's executive.
- 3.3.** To be eligible for funding, expenditure must:
- 3.3.1.** Not be prohibited expenditure, which includes:
 - (a) Donations, sponsorships, scholarships, or similar.
 - (b) Alcohol, tobacco, or similar.
 - (c) Cash, vouchers, forms of currency, or any other form of payment.
 - (d) The payment of debts, or overdrafts of the Club's bank account.
 - (e) Affiliation fees to another organisation, unless they deliver a vital and competitive service, such as a Costco membership.
 - (f) Honoraria, stipends, or similar.
 - (g) Items which will become the personal property of Club members, except Club-branded merchandise.
 - (h) Any expenditure for an unlawful purpose.
 - (i) Any other expenditure that is not compatible with Student Services and Amenities Fee (SSAF) criteria.
 - 3.3.2.** Not be on a gift or reward, unless:
 - (a) The gift or reward is club branded merchandise, in which case the Executive may exercise discretion to grant funding; or
 - (b) The gift or reward is to a non-student who has made a special contribution to the club, and the value of the gift or reward is reasonable in light of this contribution, in which case the Executive may exercise discretion to grant funding.
 - 3.3.3.** Not be on a prize, unless the grant expressly allows the giving of prizes, and the prizes are either club branded merchandise or trophies.
 - 3.3.4.** Not be on a photographer, unless the Club can document that they were unable to obtain a free photographer, and a photographer is reasonably necessary or expected for the event.
 - 3.3.5.** Not be on a student tutor or similar, unless:
 - (a) The Club has evidence of a competitive selection process for the position; and

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- (b) The individual selected:
 - (i) Is suitable for the position;
 - (ii) Is not, and never has been, a member of the Club's executive; and
 - (iii) Possess an active ABN.
- (c) In the event that the above requirements are satisfied, the Council will only fund the tutor to a maximum of \$25 per hour.
- (d) Funding granted under this section must not be for tutoring as part of a university course in which any ANU student is enrolled.

3.4. To be eligible for approval, a grant application must:

3.4.1. Include a budget request.

- (a) Budget requests must include expected attendance (for event grants), and itemised expected expenditure and income (outside of the potential grant amount).
- (b) Budget requests may be submitted before or after an event has occurred.

3.4.2. Include a payment request.

- (a) Payment requests must include attendance (for event grants), itemised expenditure and income (outside of the potential grant amount), and valid proof of expenditure and income.

- (i) Valid proof of expenditure is a receipt or invoice which is written in English and contains:

- (1) The name of the business;
- (2) An Australian Business Number (or international equivalent);
- (3) An itemised list of purchases;
- (4) The date of purchases; and
- (5) A total price expressed in Australian Dollars.

- (ii) The Executive may also accept a statutory declaration of expenditure, where a reasonable explanation is provided for an inability to provide an invoice.

- (b) Payment requests may deviate from the relevant budget request, but the funding of deviations is not guaranteed, and deviations which the Executive deem to be unreasonable or unnecessary, or to otherwise not meet the requirements of this Policy, will not be funded.

3.4.3. Be submitted as soon as practicable after expenditure has been incurred, and be submitted in full by no later than 11:59PM on the Sunday following the last teaching day of the term in which the event was held.

3.4.4. Be submitted in full by 11:59PM on the Monday following the last day of the semester 2 exam period.

4. Grants

4.1. Ordinary Event Grant

- 4.1.1.** Subject to the compliance provisions, under this grant, a Club will receive funding at a rate not below \$8 per ANU student in attendance at an event, up to a cap of \$4,000.
- (a) The Executive may increase the default funding rate provided for in 4.1.1 to a rate of up to \$12 with prospective operation to come into effect at the first teaching day of the next term.
- 4.1.2.** The Executive may cap grants of over \$500 if the event in question has a ticket or admission fee of less than \$20 per student.
- 4.1.3.** If an event makes a profit, the grant will be reduced by the amount of profit, until the sum of the grant is \$0.
- (a) The Executive may make Rules to govern the use of ineligible expenditure in calculating the profitability of an event.
- 4.1.4.** If an event occurs over multiple days, a Club will be eligible for the full amount of funding per day or part thereof. In this event, profit will be calculated by reference to the total income and expenditure across the days, and will be deducted from the total grant amount.
- 4.1.5.** This grant cannot be used to buy assets.
- 4.1.6.** This grant cannot be utilised in conjunction with another event grant.
- 4.1.7.** If the Executive deem an event to be a ball, a Club will only be eligible to receive this grant in relation to that event if at least one member of its executive has received balls training from the Council. Factors which indicate that an event is a ball include, but are not limited to:
- (a) Use of the word 'ball' in the name of and advertising for the event.
(b) A ticket or admission fee of \$30 or more.
(c) The event being held in a commercial function space.
(d) The event being held at night.

4.2. Special Annual Event Grant

- 4.2.1.** Subject to the compliance provisions, under this grant, a Club will receive funding at a rate not below \$12 per ANU student in attendance at an event, up to the remainder of the Club's annual funding cap.
- (a) The Executive may increase the default funding rate provided for in 4.2.1 to a rate of up to \$18 with prospective operation to come into effect at the first teaching day of the next semester.
- 4.2.2.** A Club may only receive this grant once per year.
- 4.2.3.** If an event occurs over multiple days, a Club will be eligible for the full amount of funding only for one day of the event. Other days may be funded at the same rate as the Ordinary Event Grant.
- 4.2.4.** The deadline for Clubs to submit a budget request for this grant is 11:59pm on the last teaching day of third term in a given year.
- 4.2.5.** A Club will only be eligible to receive this grant if at least one member of its executive has received balls training from the Council

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(a) The Executive may waive this requirement in exceptional circumstances beyond the reasonable control of the Club subject to the Club satisfying any additional conditions that the Executive requires of the Club for the proper administration of the event and grant. .

4.2.6. The Executive may cap grants of over \$1000 where the event in question has a ticket or admission fee per student of less than \$40.

4.2.7. If an event makes a profit, the grant will be reduced by the amount of profit, until the sum of the grant is \$0.

(a) The Executive may make Rules to govern the use of ineligible expenditure in calculating the profitability of an event.

(b) An event cannot receive funding under this grant if it is cost neutral or fully funded not including the value of the grant.

4.2.8. This grant cannot be used to buy assets.

4.2.9. This grant cannot be utilised in conjunction with another event grant.

4.3. Capital Expenditure Grant

4.3.1. Subject to the compliance provisions, under this grant, a Club will receive up to \$1,000 funding for the purchase of assets or ongoing services, which are necessary for the Club's activities.

4.3.2. A Club may receive a maximum of \$1,000 per year under this grant.

4.3.3. This grant cannot be used to fund the purchase of assets which the Executive deem to be unreasonable, unnecessary, illogical, or have a significant risk of being misappropriated, damaged or otherwise lost.

4.3.4. Merchandise specific provisions

(a) The purchase of merchandise to be sold by the Club will only be funded to a maximum rate of 50% by this grant.

(b) If a club has received funding under this grant to support purchase of merchandise under this provision, it may not sell the merchandise so as to make a profit.

4.4. Travel Grant

4.4.1. Subject to the compliance provisions, under this grant, a Club will receive funding at a rate of 50% of all reasonable travel expenses incurred by ANU students, and up to \$8 of accommodation and other reasonable expenses per ANU student in attendance per day or part thereof, up to the remainder of the Club's annual funding cap.

4.4.2. The Executive may make rules as to what constitutes reasonable travel expenses, but they include:

(a) Economy airfares to any destination other than Sydney.

(b) Economy bus and train fares (including to Sydney).

(c) Taxi or ridesharing fares where the use of public transport is impracticable and other reasonable and cheaper means of transport are unavailable.

(d) Fuel use in cars used for carpooling.

4.4.3. The Executive may cap grants of over \$500.

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- 4.4.4. The Executive may reduce or deny grants if their purpose is travel which is already funded by the Association, PARSAs, SEEF, or any other university body.
- 4.4.5. This grant cannot be used to buy assets.
- 4.4.6. This grant cannot be used in conjunction with any other grant.

4.5. Liquid Reserve Grant

- 4.5.1. Subject to the compliance provisions, under this grant, a Club may once a year receive funding of up to \$200, subject to the discretion of the Executive.
- 4.5.2. A Club may only apply for this grant if their current total liquid reserves are below \$500.
- 4.5.3. A Club may not receive money in excess of what would raise its current total liquid reserves to \$500.
- 4.5.4. In considering an application for this grant, the Executive (in addition to matters in clause 6.1.8), should consider:
 - (a) The justification given by the Club as to the necessity of liquidity for its operation and/or events.
 - (b) The degree to which a lack of liquidity is impairing the ability of the Club to function or hold events, or requiring club executive members to cover expenses.
 - (c) Any feedback on the application provided by the professional staff of the Association.
 - (d) Any imminent income the Club may expect to receive.
 - (e) Any other considerations they think relevant to the appropriateness of the grant.

4.6. Student Life Discretionary Grant

- 4.6.1. Subject to the compliance provisions, under this grant, a Club may receive additional funds that the Executive is satisfied are necessary for the operation of the Club, and would contribute to student life at the university, up to the remainder of their annual funding cap.
- 4.6.2. The Funding Officer shall present recommendations to the Executive as to whether this grant should be issued.
- 4.6.3. This grant can only be issued with two-thirds majority approval of the Executive.
- 4.6.4. The Executive may only issue this grant where they believe, after consideration, that doing so will not damage the budgetary position of the Council.
- 4.6.5. The Executive may place any terms or conditions upon funds awarded under this grant.
- 4.6.6. This grant may be granted for any expenditure that is not prohibited or ineligible under this Policy.

4.7. Financial Distress Grant

- 4.7.1. Subject to the compliance provisions, under this grant, a Club that has held an event may receive additional funds if they can demonstrate that they
 - (a) Are in a position of financial distress; and
 - (b) Are unable to cover the costs associated with that event.
- 4.7.2. This grant requires the approval of a two-thirds majority of the Executive and at least two out of three of the Association's Trustees.
- 4.7.3. For grants of \$5,000 or more, approval is also needed from the Association's Executive.
- 4.7.4. The Executive shall commence proceedings under the Council Reprimands and Penalties Policy against a Club if the Club successfully applies for this grant.
- 4.7.5. The Executive shall investigate the financial management of any club that applies for a financial distress grant. Following an investigation, among other actions the Council Executive may take, it shall consider whether action is warranted against the club under the Council Reprimands and Penalties Policy and whether to make recommendations to the club to ensure the future improvement of its governance and financial management.

5. Payment of Grants

- 5.1. All grants shall be paid retrospectively, unless otherwise provided in this section.
- 5.2. The Executive may resolve to pay grants prospectively if it believes that retrospective payment would, due to exceptional circumstances, place undue burden on a Club or its executive members.
 - 5.2.1. All grants paid prospectively must be reconciled with the Executive by the trustees of the Club within two weeks of the event for which the grant was received, or within two weeks of the payment of the grant for capital expenditure grants.
 - 5.2.2. The Executive may provide an extension of no more than four weeks where the Club cannot reconcile due to circumstances beyond their control.
 - 5.2.3. If a Club is unable to reconcile the grant within the required timeframe the Executive shall commence disciplinary proceedings against the Club.
- 5.3. All grants shall be paid by a cheque transfer of the Association's funds to the bank account of the relevant Club.

6. Budget Deficit Powers

- 6.1. The Executive may authorise a reduction in the rate of funding available under this policy to between 75% and 90% of the rates set out in this Policy if:
 - 6.1.1. At least 75% of the clubs funding budget has been spent; and

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- 6.1.2.** The Executive believes that a deficit in the clubs funding budget is reasonably likely if funding continues at the current rate.
- 6.2.** The Executive may direct the Funding Officer to reduce funding awarded to a Club or Clubs under this policy, in such a manner as it sees fit, if:
 - 6.2.1.** There is a deficit in the clubs funding budget; or
 - 6.2.2.** The Executive believes that a deficit in the clubs funding budget is reasonably likely.
- 6.3.** The Executive may not authorise the winding back of grants with approved payment requests.
- 6.4.** If powers under this section either could be or are utilised, the Executive must publicly disclose their utilisation by, at minimum, informing all affiliated clubs by email.
- 6.5.** Nothing in this Policy shall operate to require the Association or the Council to pay grants after the clubs funding budget has been exhausted.

7. Auditing

- 7.1.** The Association may appoint Auditors to conduct audits on Clubs or require a Club to provide such financial and related information and documents as are requested by the Association.
- 7.2.** Auditors may conduct an audit of any Club at any time, except for the weeks between Week 12 and the conclusion of the exam period in any semester.
- 7.3.** Information or records may be requested at any time except during exam period and two weeks before the commencement of the exam period.
- 7.4.** Upon a Club being notified of an audit or receiving a request for information or records, that Club has two weeks to comply with the audit or request.
- 7.5.** If a Club fails to comply within two weeks, the Club becomes ineligible for funding under this policy such time as it is in compliance or the Association Executive waives (on such terms as it thinks fit) the ineligibility.
- 7.6.** If a Club fails to comply within two weeks, the Executive shall pursue disciplinary against that Club action under the associated policies.
- 7.7.** A Club must supply the following information during an audit in an easily understandable form:
 - 7.7.1.** A detailed summary of the Club's financial records provided in a Excel Spreadsheet, Google Sheets or a similar program that:
 - (a) Individually records the income and expenditure for each event that the Club has conducted during a given year;
 - (b) Individually records the income and expenditure for any other financial transactions that the Club has undertaken during a given year;
 - (c) That specifies the opening balance of the Club's bank account for the period being audited and the current balance of the Club's bank account;
 - (d) Provides detailed bank statements for the period being audited;
 - and

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- (e) Provide any other information or records reasonably requested by the Auditor.
- 7.7.2. A record of the Club's membership in a Excel Spreadsheet, Google sheets or a similar program.
- 7.7.3. A record of the Club's assets in a Excel Spreadsheet, Google sheets or a similar program that includes the following information for each asset:
 - (a) Name of asset;
 - (b) Description of asset and its condition;
 - (c) Date of purchase or acquisition of the asset;
 - (d) Purchase price or the value of the asset;
 - (e) Where the asset is being stored; and
 - (f) The following information for person storing the asset:
 - (i) Name;
 - (ii) Student number;
 - (iii) Email address; and
 - (iv) Preferred contact number.
- 7.7.4. Any receipts or proof of payments for any financial transactions that the Club has undertaken during a given year, that the Club has not already supplied to the Council in the process of applying for a grant.
- 7.8. After reviewing all the supplied information, an Auditor must supply a recommendation with reasons to the Association which may direct the Club to take corrective action to rectify any error, non-compliance or inaccuracy identified in any audit relating to the club or society, or its use of any funds received by it under this policy; including returning to the Association any funds improperly spent.

8. Non-Monetary Support

- 8.1. The Executive shall make mail facilities available to clubs, so far as is practicable.
- 8.2. The Executive may make certain other non-monetary resources, such as photocopying and stationery available to Clubs.
- 8.3. The Executive shall regulate the operation of this section by Rule.
- 8.4. Any expenditure made under this section shall be drawn from the Executive budget.

Reference M: Funding Transitional Measures Policy 2019
Decision Motion CCM1/2019 (No 5)

Funding Transitional Measures Policy 2019

1. General Operation

- 1.1.** This policy is made under s.17(2)(c) of the *ANUSA Constitution* and s.5 of the *Clubs Regulations*. In the event of any inconsistency between this Policy and the Constitution or any Regulations made under it, the Regulations prevail over the Policy, and the Constitution over the Regulations.
- 1.2.** As far as possible, this Policy shall be interpreted as being consistent with the Constitution and Regulations.
- 1.3.** This Policy exists to facilitate the transition between the Clubs Council Funding Policy 2017 and the Clubs Council Funding Policy 2019.
- 1.4.** In the event of any inconsistency between this Policy and the Clubs Council Funding Policy 2019, the latter shall prevail.
- 1.5.** In the event of any inconsistency between this Policy and the Clubs Council Funding Policy 2017, the former shall prevail.

2. Grants and Eligibility Requirements

- 2.1.** Any grants with an approved budget request at or before 12PM on Friday the 8th of March, 2019, shall be subject to the rules and eligibility requirements of the Clubs Council Funding Policy 2017.
- 2.2.** All other grants shall be subject to the rules and eligibility requirements of the Clubs Council Funding Policy 2019, effective immediately.

3. Repeal

- 3.1.** This policy shall self-repeal once all funding applications made under the Clubs Council Funding Policy 2017 have been either paid, withdrawn, or denied.

**Reference N: Affiliation Policy Dula Authorisation Finance
Amendment 2019**

Decision Motion CCM1/2019 (No 6)

Affiliation Policy Dual Authorisation Finance Amendment 2019

These amendments are to update the references to the definition of dual authorisation financing found in Funding Policy in light of the passage of a new version of that policy, and to (slightly) simplify those sections.

Replace 2.2.3 with -

“Affiliation requests must include evidence that the club is compliant with dual authorisation financing as defined in section 3.1.3 of the Funding Policy.”

Replace 2.2.4 with -

“Affiliation requests made after September 17 2018 must include a certification by the club’s Trustees that any funds expended by the club were expended in compliance with dual authorisation financing (as defined in section 3.1.3 of the Funding Policy) in the period after September 17 2018, or in the 12 months prior to the affiliation application, whichever period is the shorter.”