



Clubs Guidelines

For Student Clubs, Societies and Associations

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1 Requirements

Affiliated clubs must:

1.1 Reflect the Objects of the University of Notre Dame Australia

1.1. The Objects of the University, as defined in Section 5 of its Act of

Parliament, are:

1.1.1. the provision of university education within a
context of Catholic faith and values

1.1.2. the provision of an excellent standard of –

1.1.2.1. teaching, scholarship and research

1.1.2.2. training for the professions; and

1.1.2.3. pastoral care for all students

1.2 Act accordingly to the University policies and procedures

1.3 Attend University events; such as O-Day and Open Day

1.4 Attend Clubs Committee meetings through the President, or by delegate

1.5 Keep accurate records of club management. Such records include, but
are not limited to:

1.5.1 Finances

1.5.2 Office-Bearer Updates

1.5.3 All meeting minutes

- 1.5.4 List of all activities and events carried out through the year

- 1.6 If a club fails to keep or present the records as required by clause 1.5, the Clubs Director will issue a formal warning to the President of the club requiring the reports within 10 working days from the date of the letter.

- 1.7 If a club fails to submit the records and report as in clause 1.5 to the Student Association for a second time, the Student Association may act in accordance with clause 1.8 below.

- 1.8 All clubs may be audited by the Student Association at the conclusion of each semester, and if any of these responsibilities are not fulfilled, the Student Association will take appropriate action, which could include, but is not limited to:
 - 1.8.1 Reclaiming club privileges
 - 1.8.2 Freezing club accounts
 - 1.8.3 Declaring all position in the club vacant and calling a general election
 - 1.8.4 Disaffiliating the club

2 Club Meetings

- 2.1 Generally, the structure of a Clubs Meeting should proceed:
 - 2.1.1 Approval of the last meetings minutes
 - 2.1.2 President's Report
 - 2.1.3 Vice President's Report
 - 2.1.4 Treasurer's Report
 - 2.1.5 Secretary's Report
 - 2.1.6 Office-Bearer's Report
 - 2.1.7 General Business

2.2 A report from the President and Treasurer should always be given and recorded at every committee meeting

2.3 Quorum is half the committee. If quorum is not met within half an hour of the propose start time, the meeting *technically* lapses, but this can be flexible if it is started within the hour.

2.4 Whole council meetings should be held at least once per month.

3 Executive Meetings

3.1 The Executive shall determine any matters referred to it by the committee and any matters that cannot be reasonably deferred until the next committee meeting

3.2 The Executive meetings should follow the same structure as Club Meetings

4 Annual General Meetings

4.1 Annual General Meetings follow the same structure as that of a club meeting, with the defining difference that **all** members of the club, society of association can exercise a vote at the AGM.

4.2 An AGM is the correct forum to propose constitutional amendments.

4.3 An AGM must include:

4.3.1 Sufficient notice to each member according to the club's constitution

4.3.2 Notice in writing (i.e. email, social media or direct mail)

- 4.3.3 Written notification to Clubs Director 14 days prior to the AGM
 - 4.3.4 An attendance list stating the names of all attendant members
 - 4.3.5 Minutes from this meeting including details of each process
 - 4.3.6 Reports from outgoing office-bearers
 - 4.3.7 Signatories to be taken off the club bank account and names of whom to be added. Full names are required.
 - 4.3.8 A neutral venue for the AGM (ideally on campus)
 - 4.3.9 Nominations to be called according to the club's constitution and each nominee hold a nominator and seconder for each position
 - 4.3.10 Proposed list of events for the following year
- 4.4 A council member may be removed through an AGM if it can be proved that they have consistently acted in a manner that is counter to the mission of the club/society/association. This process will follow (unless otherwise stated in the club's own dispute resolution policy):
- 4.4.1 The committee member and Clubs Director must be informed of the committee's intention to hear the matter at the AGM
 - 4.4.2 The committee member must be given the chance to defend their actions. The committee must vote on the removal of the member and it should pass by $\frac{3}{4}$. The removed member will be able to appeal to the Clubs Director who, in consultation with the Student Association executive, has the power to revoke the council's decision if they believe it to have been unfair or prejudice. The executive council of the said club in question will be informed of this appeal via the Clubs Director and be given an equal opportunity to communicate reasons for the removal of the councillor under question.

5 Meeting Records

- 5.1 Clubs, societies and associations are required to keep accurate records of all activity
- 5.2 The clubs, societies or associations Secretary should record minutes of all executive and committee meetings, which should follow these guidelines:
- 5.2.1 Minutes must include the date and the time the meeting is opened and closed
 - 5.2.2 All members must be recorded as attendees, attending by proxy, absentees or apologies.
 - 5.2.3 If no apology is received, a member must be marked as absent.
 - 5.2.4 Proxies are valid if the member who will be using the proxy at the meeting has informed the Secretary. Proxies cannot vote to approve expenditure. The minutes must include the notice of that proxy signed by the absent member
 - 5.2.5 Missing more than three meetings or using a proxy more than three times will constitute grounds for removal unless in extremis (e.g. practicum).
 - 5.2.6 If at any point a member leaves the meeting the time they leave and return should be recorded in the minutes.
 - 5.2.7 The result of each vote must be recorded in the minutes. This must include who voted for and against the motion and who abstained from the vote.
 - 5.2.8 An agenda should be sent to members 12 hours before the meeting.
 - 5.2.9 Draft minutes of the last meeting must be distributed 48 hours prior to the next meeting
 - 5.2.10 Draft minutes must be affirmed as an accurate record of the last meeting as the initial order of business.

5.3 Minutes of all executive and committee meetings must be sent to the Student Association Clubs Director at the conclusion of each semester.

6 Elections

6.1 Elections should be held annually, either as a part of the AGM or as a separate general election. The process for this should be outlined in the club constitution.

6.2 If an election is to be held at the AGM, the Clubs Director should be contacted to act as the Returning Officer and the change of office-bearers should be added to the minutes. Clubs are also able to nominate their own Returning Officer.

7 Office-Bearer Updates

7.1 The office bearer update can be downloaded from the NDSA website

7.2 This can be submitted via email to the Clubs Director

7.3 Each club must complete an office bearer update on these occasions:

7.3.1 After a new council has been voted in whether it be after an Annual General Meeting or a general election; and

7.3.2 After a change of two or more members of the executive at any time throughout the year.

7.3.3 The office bearer update must be submitted no later than one week after these occasions.

7.3.4 If only one member of the executive has changed, the Clubs President should be emailed with this change directly.

8 Removing a Committee Member

- 8.1 A committee member may be removed if it can be proved that they have consistently acted in a manner that is antagonistic towards the mission of the club/ society/ association. The committee member and Clubs director must be informed to the committee's intention to hear the matter.
- 8.2 The committee member must be given the chance to defend their actions. The committee must vote on the removal of the member and it should pass by $\frac{3}{4}$
- 8.3 The removed member will be able to appeal to the Clubs Director who, in consultation with the Student Association executive, has the power to revoke the council's decision if they believe it to have been unfair or prejudice. The executive council of the club in question will be informed of this appeal via the Clubs Director and given equal opportunity to communicate reasons for the removal of the councilor under question.

9 Duties of the President

The President is responsible for coordinating the clubs overall activities and administration. The role includes the following duties:

- 9.1 Being a spokesperson and primary representative for the club.
- 9.2 Calling and chairing meetings, checking that matters of importance are brought before the membership.
- 9.3 Ensuring that communication with club members is carried out and that club audits and Annual General Meetings take place in the specified time.

9.4 Direct, co-ordinate and supervise the work of other council/committee members.

9.5 Maintain a close relationship with the Clubs Director and ensure all club correspondence is sent to the Clubs Director.

10 Duties of the Vice-President

The Vice-President provides an important support for the President, club members and the committee. The role includes the follow duties:

- 10.1 Be the President's representative and assist the President in all matters
- 10.2 Support all other office-bearers in their roles as the need arises
- 10.3 More duties may be specified in your club constitution. They may include communications liaison, editor of club website e.t.c.

11 Duties of the Secretary

The Secretary provides an important link between the President, club members, club council/committee, and the Clubs Director. The role includes the following duties:

- 11.1 Creating and maintaining contact lists of council/committee members.
- 11.2 Creating and maintaining an updated database of club memberships.

- 11.3 Arranging venues, compiling agendas and taking minutes of all club meetings.
- 11.4 Bringing important correspondence to the attention of club members.
- 11.5 Submitting minutes from the Annual General Meeting to the Clubs Director. These minutes provide a testimony that your club is behaving in accordance with its constitution with respect to electing new office bearers etc.
- 11.6 Forwarding all details (name, address, telephone number) of the new Executive and any alterations to the club constitution to the Clubs Director. This includes completing and submitting an Office Bearer's Update form, no later than one week after 2 or more new offices are filled. If only one position has changed, the Clubs Director can be emailed directly without submission of the Update form.

12 Duties of the Treasurer

The Treasurer is responsible for keeping and maintaining all club financial records and managing the club's bank account, including carrying out any financial transactions as directed by the club management. The role includes the following duties:

- 12.1 Keeping the club informed of its financial position.
- 12.2 Ensuring that all payments made are legitimate and have been authorized by the club executive
- 12.3 Presenting a financial report at the Annual General Meeting
- 12.4 Preparing a financial statement of all major transactions for audit at requested dates.

13 Printer Guidelines

There is a clubs printing area with computers for all your printing and design needs. Clubs are allowed to print free of charge, however it is imperative that you use this privilege reasonably, and not for personal use. It is clubs responsibility to ensure that any paper or ink needed is replaced. This can be done by dropping in or sending an email to IT or Student Services and simply requesting the replacements/repair. Please keep this area neat and tidy.

14 Voluntary Disaffiliation

If at any time a Club feels that they are unable to uphold the responsibilities required of a club affiliated with the Student Association then they must email the Clubs Director, and the Student Association President with their reasons for wanting to disaffiliate, along with a completed Disaffiliation Form, and with a closing financial statement. The club must then transfer all remaining funds and/or property to Student Association upon their disaffiliation.

Unless otherwise stated or arranged, the club will be declared disaffiliated 30 days after the request has been passed by the Student Association council, and all remaining property transferred over. Disaffiliation form can be found on the Clubs Portal.