



Constitution for Victoria University Clubs

1. CLUB NAME

The official name of this student-run group is VU_____ (Club).

2. PURPOSE

2.1 The purpose of the Club is to advance the education and/or student experience of the students of Victoria University (VU) through:

- (a) _____
- (b) _____
- (c) _____

2.2 This constitution applies to all clubs, societies, groups and associations that are affiliated or pending affiliation with VU as administered by the Student Life business area.

3. MEMBERSHIP OF CLUB

3.1 Membership of the Club is open to:

- (a) current VU students (see definition in 12.1(b));
- (b) alumni;
- (c) staff; and
- (d) general public (non-student members).

Who:

- (a) support the purpose of the Club; and
- (b) pay the membership fee (subject to 3.6).

3.2 It shall be a condition of affiliation that Clubs shall have at least ten members (subject to 3.3).

3.3 A Club's membership must consist of a minimum 70% of current VU student members.

3.3.1 Non-student members will have restricted membership terms. These are:

- (a) non-student members are not permitted to attend overnight events; and
- (b) non-student members are not permitted to vote at the Club's AGM.

3.4 The Secretary must keep a register of members' details using an online registration form with the minimum requirements recorded to be Name, Email, and Student Id (if applicable) as well as type of member (student, non-student), course information (if applicable).

3.4.1 Membership records must show the date on which each member paid their current membership fee.

3.4.2 Members must only be emailed from the official club email address, in accordance with 5.4.

3.4.3 Members' details must not be provided to anyone outside of the club, with the exception of the Clubs Officer. This includes internal departments and external organisations or groups.

3.5 Club membership is current for the clubs calendar year only, which commences on the 1st of November until the 31st of October, in accordance with 3.7(b).

3.6 The minimum membership fee to be charged for affiliated Clubs is AU\$5.00 for current VU students and AU\$10.00 for non-student members.

3.6.1 Clubs may choose to charge more than the minimum at their discretion.

3.7 The membership fee will be set by the Club under the following principals:

- (a) Clubs must charge an annual membership in accordance with 3.6;
- (b) The membership fee is for the calendar year the fee is paid in accordance with 3.5 and is due at the date set by the Club; and
- (c) Only paid members of the Club have voting rights with the exception of non-student members who do not have voting rights see 3.3.1 (b).

4. EXECUTIVE COMMITTEE POSITIONS

4.1 The Executive Committee (**Executive**) of the Club consists of at least the four following positions:

- (a) President;
- (b) Vice President;
- (c) Treasurer; and
- (d) Secretary.

4.1.1 An Executive meeting (as defined in 8.1) may establish other General Committee positions and decide on the duties and responsibilities of these positions with approval of the clubs officer.

4.1.2 Executive members may only hold one Executive position at a time; however, a student may hold multiple executive positions across multiple Clubs.

4.1.3 If a member of the Executive has not paid fees when due then they are ineligible to hold office and that position immediately becomes vacant.

4.1.4 Only current VU students may hold an Executive or Titled Committee position, except in the instance of a;

- (a) A VU alumni may take a position relevant to their current standing, such as Alumni Relations; or
- (b) A VU alumni or current VU staff member taking on general committee positions without being appointed to a specific role.

4.2 The Executive is generally responsible for:

- (a) Governing the club in accordance with all VU Club related Policy, Procedures, and other relevant VU Policy & Procedure inclusive of but no limited to; Student Leadership and Representation Policy, Student Volunteer Policy, VU Student Charter, VU OH&S and Risk Assessment Policies & Procedures. Copies of these policies are available on the clubs drop box which all clubs have access to.
- (b) Organising Club activities; and
- (c) Representing the Club and its members within VU and the wider community.

4.3 The four Executive positions outlined in 4.1 are individually responsible for tasks as outlined below.

4.3.1 The duties of the President include:

- (a) Providing leadership for, and overseeing the running of the Club, representing the Club to other groups and external organisations, and ensuring that the Club meets its purpose;
- (b) Maintaining regular communication with the Clubs Officer in regards to the Club's activities;
- (c) Consulting with the Clubs Officer and seek advice on any issues where necessary;
- (d) Chairing general and Executive meetings, being the chief spokesperson for the Club; and

- (e) Liaising with and ensuring that the Clubs Officer receives all information which he or she requests.

4.3.2 The duties of the Vice-President include:

- (a) Assisting the President in the overseeing the running of the Club and representing the Club to other groups and external organisations and ensuring that the Club meets its purpose;
- (b) Supporting other committee members to achieve their goals and perform their roles to the best of their ability;
- (c) Engaging with members to ensure the Club is benefiting members, encouraging feedback that can be passed on to the President; and
- (d) Taking the role of the President at events and meetings where the President is unavailable.

4.3.3 The duties of the Secretary include:

- (a) Arranging general and Executive meetings, agendas and taking meeting minutes;
- (b) Working closely with the President and managing all correspondence, such as email and social media messages; and
- (c) Organising and maintaining the Club's documentation, including the list of members.

4.3.4 The duties of the Treasurer include:

- (a) Setting up the mandatory Club bank account (as instructed by the Clubs Officer) and monitoring expenditure through account statements;
- (b) Recording incoming funds from affiliation funding, grants, membership income and other donations;
- (c) Recording expenditure and receipts, and providing relevant details to the auditor during auditing periods, in accordance with 6.2;
- (d) Monitoring the Club's assets and finances & delivering updates to the committee at general meetings & the Clubs Officer as required; and
- (e) Preparing an annual budget for the Club, and present a financial report at the Annual General Meeting (**AGM**).

4.4 The Executive must, on its election, notify the Clubs Officer of the position of the Executive and the persons filling these positions.

4.4.1 If the position on the Executive or Executive member changes, the Club is required to complete a 'change of Executive Committee members' form and return it to the Clubs Officer within seven business days.

4.4.2 If a Club is replacing an Executive member who has resigned, or if Executive members are swapping positions and club affiliation or re-affiliation has already been completed for the year, the form specified in 4.4.1 must be used.

5. AFFILIATION & RE-AFFILIATION

5.1 The Club is affiliated to and funded by VU. If the Club breaches the constitution or the Clubs Policy, then in accordance with the Clubs Policy, the Clubs Officer can direct that the Club be disestablished.

5.1.1 If a club has an affiliation with an external body, the club shall provide the details of these relationships to the Clubs Officer.

- 5.1.2 In some instances, a club that has an affiliation with an external body may not be eligible to affiliate with VU or may have restrictions in place such as not being eligible for VU Clubs affiliation funding.
- 5.1.3 A club that has an affiliation with an external body may be disestablished if the club is found to be run or unduly influenced by non-vu students or the affiliated external body
- 5.2 It is a condition of affiliation that the Club and its members must comply with all directions given by VU, Student Life, the Clubs Officer, and comply with this constitution and the VU Clubs Policy as amended from time to time.
- 5.3 The Club is to include the VU and SSAF logos in all material produced by the Club.
- 5.4 The Club is required to create a Club Gmail account from which it can communicate with its members.
- 5.4.1 The Club email address must show association with VU and be in the format of.
'vuClubname@gmail.com' or 'Clubnamevu@gmail.com'.
- 5.4.2 All emails sent from the Club email account must BCC the recipients for privacy purposes, with the exception of an email sent to one person only.
- 5.5 It is a condition of affiliation that the Club attends at least 50% of Student Leadership Council (Council) meetings throughout the year.
- 5.5.1 Six Council meetings are held each year, therefore a minimum of three must be attended.
- 5.5.2 Club attendance at each Council requires at least one of either President, Vice President, Treasurer or Secretary of the Club to attend.
- 5.6 If this Club wishes to change its name after affiliation, it must comply with the VU Clubs Policy.
- 5.7 The Clubs Officer must make copies of this constitution and the VU Clubs policy available to all members.
- 5.8 A Club will be disestablished in the event that:
- (a) the minimum number of members is not met, in accordance with 3.2;
 - (b) the specified course or area that the club adhered to no longer exists; or
 - (c) the club is found to have been misrepresenting themselves to its members or Student Life.
- 5.9 If the Club is disestablished, any remaining funds, assets or debts arising from the misappropriation of funds belonging to the club must be paid or transferred to VU. For the avoidance of doubt, VU may seek to recover misappropriated funds as a debt due. Depending on the reason for disestablishment, Student Life may attempt to recruit students to re-start the club
- 5.10 A Club must complete the re-affiliation process during the club AGM.
- 5.10.1 If a club is unable to fill all 4 compulsory executive positions in accordance with 4.1, the club cannot re-affiliate with VU. The Club will have until March 31st to find suitable candidates to fill positions. The Clubs officer will support the club to do this. In the event that a club cannot find suitable candidate by 31st of March, the Clubs officer will consult with the club.
- 5.11 The Club Executives will complete the *Club Executive Committee and General Committee Detail's* online form, sign the *Executive Committee and General Committee Roles and Responsibilities* form, and complete the *Bank Minutes-Replacing* form and *Commonwealth bank A513* form, during the AGM.
- 5.11.1 The *Bank Minutes-Replacing* form and *Commonwealth bank A513* form should be handed to the Clubs Officer in a hard copy form, for the Clubs Officer to sign and process. The 2 card carriers will attend the bank with the Clubs Officer

5.11.2 The *Executive Committee and General Committee Roles and Responsibilities* form, along with the completed AGM meeting minutes, the most up to date membership list, and the most up to date financial record should be emailed to the Clubs Officer no later than 7 business days post the AGM.

5.11.3 The club will only be officially re-affiliated upon confirmation from the Clubs Officer. Confirmation will be sent to the club within 5 business days upon the Clubs Officer receiving the information outlined in 5.11 and 5.11.2.

5.11.3 The Club will not be eligible for affiliation funding until the requirements outlined in 5.11.3 have been met.

6. FINANCIAL

6.1 All Clubs receive affiliation funding from VU each year in accordance with *the Student Leadership & Representation-Student Group Establishment, Affiliation and Funding Procedure*. The club can apply for this funding using the *Clubs Funding Request Form* during the prescribed funding request dates outlined by the clubs officer.

6.1.1 Funds Requested must be used for the same purpose outlined on the form. A quote of said purchases will be attached to the funding form.

6.2 Each club will have a bank account set up with the Commonwealth Bank.

6.2.1 The Clubs Officer is a signatory of each Clubs bank account and will have access to each account. The Clubs Officer is the sole person able to make changes to the account such as add signatories, remove signatories, and close accounts. The Club Executives are signatories to the account but shall not have authority to perform the above tasks without written permission from the Clubs Officer.

6.2.2 Two executive committee members, of which one must be the treasurer, will be signatories to the account and have a card linked to the clubs bank account.

6.2.3 The Club will set up a bank account or replace the cardholders as per instructions on the Club Banking Information form

Each Club will be audited once per year by or on behalf of VU. This is to ensure the financial integrity of each affiliated Club at VU.

(a) Record of all income and expenses for the funding year to date, in accordance with 7.3;

6.3.1 Club auditing will occur in September, on dates set by the Clubs Officer.

(b) Receipts, including cash receipts, of all expenses for the funding year to date; and

6.3.2 The following will be provided to the auditors by the date set by the Clubs Officer:

(c) Bank transaction statement from the last 6 months (or such longer period as requested)

(d) Record of bank balance as at the beginning of the clubs term in accordance with 7.3

6.3.3 Failure to provide required documents or failing a Club audit will result in consequences to the Club.

6.3.4 Any misappropriated funds will be immediately repaid to the Club.

6.4 All income (including membership fees) received by the Club must be paid into the Club bank account within 10 business days.

6.4.1 The Club must not distribute any profit, income or assets directly or indirectly to its members.

6.4.2 The Club may only use its income, assets and profits for activities specific in the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011. These are specified on the government website <https://www.education.gov.au/student-services-and-amenities-fee>.

6.4.3 Further to point 6.4.2 University funds provided to student groups cannot be used to directly or indirectly support:

a. a political party; or

b. the election of a person as a member of:

- i. the legislature of the Commonwealth, a State or a Territory; or
- ii. a local government body.

6.4.4 Receipts must be kept for each transaction, including membership fees. Receipt books will be provided to each Club to assist with record keeping.

6.5 The Executive must ensure that the Treasurer:

- (a) Records all income received and payments made by the Club in accordance with 4.3.4(b);
- (b) Keeps a register of all assets held by the Club in accordance with 4.3.4(d); and
- (c) Complies with auditing requirements in accordance with 6.2.

6.6 All assets held by a Club that is disestablished or becomes inactive for more than 12 months must be returned to VU.

7. ELECTION AND TERM OF OFFICE OF EXECUTIVE

7.1 Executive members may serve an unlimited number of terms, however:

- (a) A Club is not permitted to fill certain position(s) internally before the AGM; and
- (b) All Executive positions must be declared vacant at the AGM.

7.2 All Executive positions must be elected by ballot at the AGM.

7.2.1 A ballot, secret or otherwise, is not necessary if a nominee is uncontested.

7.3 Executive members elected at the AGM hold office from 1 November the year of election to 31 October the following year

7.4 Executive members cease to hold office if:

- (a) They resign in writing to the Secretary (or, in the case of the Secretary, to the President);
- (b) They are removed by a resolution of no confidence passed by a two-thirds majority of members present and voting at an Executive meeting; or
- (c) They fail to attend two consecutive meetings of the Executive without giving apology to the Executive.

7.5 The Executive may fill a single vacancy in its membership, which must be announced and ratified at a meeting of all members within a two-month period. If there is more than one vacancy, the Executive must invite their members to a meeting where the vacancies are filled by ballot.

8. MEETINGS OF EXECUTIVE & MEMBERS | ANNUAL GENERAL MEETINGS

8.1 The Executive must meet at least three times each semester. This is referred to as an Executive meeting.

8.1.1 Executive meetings may be called by the Secretary, President or jointly by any two Executive members.

8.1.2 The Executive member(s) calling the meeting must notice each other Executive member in writing of the date, time and place of the Executive meetings at least five business days before the meeting is held.

8.1.3 Members may request that items of business be included on the agenda by submitting such request to the Secretary no later than 48 hours before the appointed meeting time.

8.1.4 The Secretary shall create and distribute the meeting agenda to the Executive prior to each meeting.

8.1.5 The President is entitled to chair these meetings. If the President is not present, or does not wish to chair the meeting, the Vice-President is entitled to chair. If neither the President nor the Vice-

President is present, or if neither wishes to chair the meeting, the meeting must elect another member to chair.

8.1.6 The Executive may establish committees and delegate its powers as it deems appropriate.

8.2 An AGM must be held every year.

8.2.1 Matters of business at the AGM are to include:

- (a) Confirmation of the minutes of the last AGM and any subsequent Executive meetings;
- (b) President and Treasurer are required to provide an annual report;
- (c) Election of the Executive for the upcoming year;
- (d) Re-affiliation of the next Club Executive Committee and any Titled Committee positions in accordance with 5.10 & 5.11
- (e) Appointment of 'card carriers' (members who can access the Club bank account on behalf the Club); and
- (f) Any other business of which appropriate notice has been given.

8.2.2 The Executive must notify the Clubs Officer at least two weeks before the AGM and the Clubs Officer or a nominee is entitled to attend the AGM in an observer capacity.

8.2.3 The Executive must give at least ten business days' notice in writing of the date, time and place of the AGM to all members. The notice must state the business to be considered, including any item that a member has requested in writing to be included (in accordance with 8.1.3).

8.2.4 The Executive must hold an AGM each year between 1 September and 31 October. A Club may hold their AGM at an alternative time (i.e. semester one), in the event that it is discussed with and approved by the Clubs Officer.

8.2.5 Re-affiliation must occur during the AGM in accordance with 5.10 & 5.11

8.2.6 At the first AGM following establishment, a Chairperson must be appointed by the members to chair the meeting. The Chairperson will declare all Executive positions (outlined in 4.1) vacant and hold elections for the Executive positions in accordance with 7.2.

8.2.7 The official business of the AGM cannot be recognized unless the AGM meets quorum. To meet quorum, the four compulsory club executives outlined in section 4.1 plus a further three members who have voting rights must be in attendance.

8.2.7.1 If the Clubs AGM cannot meet quorum, the AGM will be rescheduled with approval of the Clubs Officer

9. EVENTS

9.1 The Club owe their members a duty of care when running events. Clubs must undertake a risk assessment to identify (and subsequently mitigate) any risks arising as a result of running their event.

9.1.1 On Campus Club activities or events must be registered with the clubs officer 7 business days prior to the event occurring, including a completed risk assessment form to be revised by the Clubs Officer.

9.1.2 Further to 9.1.1, Clubs running after business hours on campus club activities/events must provide the clubs officer and VU security, with a record of participant registration via email at the beginning of the event/activity.

9.1.3 Off-Campus activities/events must be registered with the Clubs Officer 10 business days prior to the event occurring, including completed *Participant Registration* forms and *Risk Assessment form*, for the clubs officer to revise.

9.1.4 VU has the right to refuse to endorse certain club events/activities if they do not meet requirements in accordance with 9.1.1 & 9.1.2 and with approval of the Clubs Officer. In this instance, the Club will be

notified in writing 2 business days post receiving information outlined in 9.1.1 and 9.1.2. Furthermore, these activities/events will not be covered by the VU Liability insurance.

9.2 Club activities/events are open to members and non-members within the specified terms and condition below:

9.2.1 Paid members should receive free or discounted entry to activities/events. Non-members should be charged 'cost price' for the activities/event.

9.2.2 Nonmembers can attend no more than 2 club activities/events without purchasing compulsory membership. After this, they must commit to purchasing a full year membership. This does not apply to wider VU events that clubs may part take in such as Clubs Fest, Multicultural week, One-off Events and other VU endorsed events.

9.3 The Club shall fill in the *Club Event/Activity* google form no later than five business days post the event.

9.3.1 If a club has re-occurring events, then the club shall fill in the *Re-Occurring Club Event/Activity* google form at the end of each semester.

9.4 The Club should record attendance at activities/events including how many members attended the event and many non-members attended the event. The Clubs Officer, from time to time, will ask for copies of these records to check they comply with section 9.2.

9.5 Clubs have the privilege of booking VU spaces for club activities and events. Clubs should follow the VU Room Booking procedure.

9.5.1 Some terms and conditions apply to room booking and clubs must adhere to these.

9.5.2 VU Security will be advised about any club event/activity being held on campus outside of business hours in accordance with 9.1.2. This is to ensure the safety of all participants in the event of an emergency. Security may ask to check participants id's.

9.2 The requirements for events involving alcohol are:

- (a) The Club must receive approval from the Clubs Officer if alcohol is to be provided in an on or off-campus event;
- (b) At least two Executive committee members who have completed certified training in responsible service of alcohol and provided a copy of their Responsible Service of Alcohol Certificate to the Clubs Officer must be present at the event at all times;
- (c) A Club must ensure all persons serving alcohol hold a Responsible Service of Alcohol Certificate;
- (d) A Club member shall not to sell or supply liquor to a person under the age of 18 years;
- (e) A Club shall not sell or supply liquor to any person who is in a state of intoxication;
- (f) A Club providing alcohol at a Club event must have non-alcoholic refreshments available on request;
- (g) Provision of a safe, well-lit passage from campus to transport must be made. University Security is available to escort students to taxis, cars, or tram stops; and
- (h) A Club providing alcohol must read and ensure they are compliant with the Victoria University [Student Alcohol and Other Drugs Policy](#).

9.3 The serving of perishable foods must be conducted only by executive members who have a Safe Food Handling certificate. This can be completed online for free at dofoodsafely.health.vic.gov.au. A copy of this certificate should be sent to Clubs Officer.

10. DISCIPLINE BY CLUB

- 10.1 Any concerns of inappropriate behaviour by an executive member must be reported to the Club President.
- 10.1.1 In the incident that it is the club President who is behaving inappropriately, please refer to 11.1
- 10.2 If the club President is of the reasonable opinion that a member of its Executive has:
- (a) misrepresented club values or the club's purpose; or
 - (b) caused serious disruption to the Executive, group of executive members or individual executive member;
- then one of the following may apply:
- 10.2.1 The club President addresses the raised concerns with the executive member directly in an attempt to resolve negative actions or behaviours.
 - 10.2.2 The club vote to suspend the executive member for a specified time.
 - 10.2.2 The club vote out the executive member at a general meeting.
- 10.3 The Executive reserves the right to terminate a member's membership of the club if the member has:
- (a) acted in a manner that puts themselves or others in danger;
 - (b) refused to comply with the Clubs Constitution and/or instructions of the Executive; or
 - (c) caused serious disruption to other members' enjoyment of club services.

11. DISCIPLINE BY STUDENT LIFE

- 11.1 Subject to this constitution, if Student Life is of the reasonable opinion that a Club or a member of its Executive have:
- (a) refused or neglected to comply with this constitution, the Clubs Policy or any other relevant regulations or policies of Victoria University; or
 - (b) caused serious disruption to members use and enjoyment of amenities or services provided by VU or by other members
- then one of the following may apply:
- 11.1.1 Student Life may suspend the right of that Club or executive member to use the amenities and services of Student Life for a specified period.
 - 11.1.2 If it can be demonstrated that liability rests with an Executive member, not a Club, the Executive member in question may be banned from office for a specified time.
- 11.2 Student Life is responsible for the implementation of this clause.

12. GRIEVANCE PROCEDURE

- 12.1 The grievance procedure in this clause applies to disputes under the Constitution between a Club member and another Club member.
- 12.2 The parties to the dispute must meet and discuss the matter and, if possible, resolve the dispute within 21 days after the dispute comes to the attention of all parties.
- 12.2.1 If the parties are unable to resolve the dispute within 21 days, the Club Secretary or his or her nominee must appoint a mediator acceptable to all parties.
- 12.3 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 12.3.1 The mediator, in conducting the mediation, must:
 - (a) Give the parties to the mediation process every opportunity to be heard;

- (b) Allow due consideration by all parties of any written statement submitted by any party; and
- (c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

12.3.2 The mediator must not determine the dispute.

12.3.3 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the VU Student Complaint Resolution Policy.

12.4 The Clubs Officer can be called upon to be the mediator.

13. DEFINITIONS AND INTERPRETATION

13.1 In this constitution:

- (a) The “**Clubs Officer**” means the full time VU Student Life employee currently responsible for Clubs.
- (b) A “**current VU student**” is an individual enrolled full-time or part-time at Victoria University for the current semester.
- (c) A “**business day**” is a day between Monday and Friday, which is not a public holiday or a day VU is closed.
- (d) References to meetings include meetings held by telephone and video conference.
- (e) References to written communications include email.