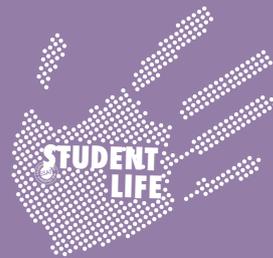


CLUBS AFFILIATION & CONSTITUTION



WELCOME TO VU CLUBS

Getting involved with a club or society at Victoria University is a great way to network with other students and staff with similar interests, which may also improve your employability. This pack includes everything you need to start up your club; all should be completed before your club can be officially affiliated with Victoria University.

In this pack you will find:

- Affiliation forms - tell us about your club, what you hope to achieve and provide contact information;
- Template - for your club events and finances;
- Mentor form - to make sure you stay on track; and
- The Student Life Clubs and Societies Terms and Conditions.

Don't forget if you have any questions you can always contact your campus Recreation Officer or email studentlife@vu.edu.au. If you are not able to get your forms completed before orientation, please speak with a Recreation Officer.

IMPORTANT DATES

2015 Affiliation opens: 1 November 2014

Affiliation closes: 30 April 2015 (any application after this date is considered late and will be directed to the Manager of Student Life)

Orientation attendance confirmation: 15 Jan 2015

Student Leadership council dates: 18 March, 15 April, 20 May, 15 July, 19 August, 16 September and 14 October (Please email lead@vu.edu.au confirm your attendance)

DEFINITIONS

Affiliation: receive association from Victoria University as an approved Club or Society.

Clubs and Societies: a group of people that join together for a common purpose.

Event: a gathering organised by a Club or Society that is held on or off campus.

Staff: persons employed by Victoria University.

Student: a person who is enrolled in any program or course of study at Victoria University, at least one unit.

VU: Victoria University ABN 83 776 954 731.

NEW CLUBS

Students wishing to establish a new Club or Society must apply to become an Affiliated Club using the Clubs Affiliation and constitution Application form before 30 April. Any application received after 30 April will be considered late and will be determined by the Student Life Manager or appointee based on merit.

The Affiliation Club application must gain approval from the Student Life Manager or appointee before the club or society can be recognised as a Victoria University Student Club or Society.

1. Check the Clubs and Societies page on the Victoria University website - vu.edu.au/clubs to find out if your club already exists!
2. If one doesn't already exist, contact studentlife@vu.edu.au to make an appointment.
3. After speaking with Student Life, fill out the affiliation and mentor forms found in the Clubs Affiliation and Constitution pack.
4. Submit all your completed affiliation and mentor paperwork to Student Life. Don't forget to keep a copy.
5. Student Life will contact you if your affiliation has been granted or to request for more information. Please email us if you don't hear from us within one week studentlife@vu.edu.au

WHEN AFFILIATION HAS BEEN GRANTED, YOU WILL NEED TO DO THE FOLLOWING:

1. Hold an Annual General Meeting. You must advertise your AGM at least one week prior to the meeting. Please contact us to help you with promotion.
2. Elect your executive at the AGM. All executives must be current Victoria University Students.
3. The treasurer needs to meet with a Recreation Officer or Clubs officer to organise your club bank account and funding. Clubs re-affiliating still need to complete the clubs affiliation and constitution
4. Attend any specific Club information meetings as requested by Student Life (such as student leadership council meetings)
5. Start holding your events.

CLUBS AND SOCIETIES MENTOR NOMINATION FORM

(We recommend a current VU staff member)

Club Name: _____

Mentor's position with Victoria University or Other (lecturer, tutor, staff member etc):

Expectations of mentoring role:

Mentor name: _____

Mentor signature: _____

Executive name: _____

Executive signature: _____

Date: _____

CLUBS AND SOCIETIES AFFILIATION

Club name:.....

Facebook page link (recommended).....

Website (optional).....

Basic Club description (this is the information which will be posted on the VU website):

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What is the Club about?

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What are the Club objectives?

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What are some of the member benefits you plan to offer? (eg: free entry in to events, workshops or discounted participation, merchandise or any other benefits)

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.....
.....

NOTE: A minimum \$5 membership fee must be charged to all VU students and staff and \$10 for non-VU community members.

CLUB EXECUTIVE COMMITTEES AND SIGNATORIES

These are the people that will be the first contact for Student Life, Club members and the general public. They will also be authorised to sign club payment requests as well as all Club correspondence being sent to them.

Club/society email address:.....

Club contact 1 - President

Name:

Address:

Email:

Phone number:

Student Number:

Club contact 2 - Vice President

Name:

Address:

Email:

Phone number:

Student Number:

Club contact 3 - Secretary

Name:

Address:

Email:

Phone number:

Student Number:

Club contact 4 – Treasurer (Access to the club bank account)

Name:

Address:

Email:

Phone number:

Student Number:

Club contact 5

Name:

Address:

Email:

Phone number:

Student Number:

Club contact 6

Name:

Address:

Email:

Phone number:

Student Number:

NB: All Clubs must have four contacts and MUST consist of President, Vice President, Secretary and Treasurer. The Club may choose to have additional committee members such as an events officer and marketing officer.

Clubs MUST ensure that contacts are kept up to date. Student Life must be contacted within 7 days to update contacts.

CLUB EVENTS AND FINANCES

SEMESTER ONE

SEMESTER TWO

Events & Activities	Description & Assessment	Detailed Breakdown of Proposed Costs
1.		
2.		
3.		
4.		

Membership Income (minimum \$5 membership fee)	\$
Current bank balance	\$
Grants from Student Life or other university sources	\$
Other Income	\$
Total	\$

MEMBERSHIP INFORMATION

This is the minimum number of students required to affiliate a club or society

	NAME	STUDENT NUMBER	EMAIL	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

NB: Secretary must submit an electronic copy of the Membership Information form.

TERMS AND CONDITIONS

The affiliation application will be granted on the basis of said document. The application will not be accepted if:

- a. The applicant group has been disaffiliated in the same year the application is made;
- b. It has a name which does not reflect its stated aims;
- c. It contains aims which are discriminatory including sexist, racist, homophobic or promote racial, sexual or religious discrimination;
- d. It does not contain 15 signatures of Victoria University students as Expression of Interest for new clubs;
- e. The applicants have failed to fulfil procedural requirements for affiliation as stipulated by the forms;
- f. The anticipated activities of the club cannot be covered by Victoria University public liability insurance;
- g. Cannot demonstrate upon request by the Student Life Manager or appointee that they are servicing a student demographic distinct from an existing club or society.

Affiliation will be suspended or removed if a club fails to meet these terms and conditions.

FAILURE TO MEET TERMS AND CONDITIONS

Action will be taken against the affiliated club which:

- a. Misappropriates funds, or the Student Life Manager believes upon financial investigation that the Club has been financially mismanaged;
- b. Provides false information in order to gain unfair advantage;
- c. Acts contrary to its own aims and/or deliberately breaches the constitution or a university policy.

The suspended Club will be given five days to rectify actions before final decision is made by the Student Life Manager or appointee.

EVENTS

Clubs and Societies are encouraged to hold events that will benefit its members. If an event is projected to cost in excess of \$1,500 or will attract over 150 attendees, the event must be discussed with the Student Life Manager or representative at least four weeks prior to the event taking place. All other events should be discussed with the Student Life Manager or appointee prior to events being held.

SPONSORSHIP

All external sponsorship requests should be discussed with Student Life before approaching external companies.

PROMOTION MATERIALS

Any Clubs that seek to promote events or activities beyond the University must gain the permission of Student Life Manager or appointee before advertising the event either physically or electronically. Such promotions must clearly separate the Club activities from the activities and reputation of the University. Ask Student Life for promotional logos and advice.

STUDENT LEADERSHIP COUNCIL

Participation in the Student Leadership council is obligatory; a nominated member of the club or society must attend no less than %50 of the council meetings. Meetings occur monthly, student societies are expected to actively participate in the council and non-attendance will be noted. All clubs and societies are encouraged to present at the meetings to promote their upcoming events.

We (the 'Applicant) acknowledge and agree to the Terms and Conditions stated above.

Club Name: _____

Signed: President: _____ Secretary: _____

Name: _____ Name: _____

Date: _____ Date: _____

PROPOSED CONSTITUTION

1. Name

The name of the Club shall be

2. Objectives

To encourage and facilitate (appropriate activity)

..... at Victoria University;

To become and remain affiliated.

To encourage and promote co-operation between the Club and other affiliated Society within Victoria University.

To do all things as would appear necessary and proper for the benefit or advancement of members of the Club.

3. Affiliation

Any student wishing to operate a Victoria University Club or Society must apply for affiliation.

After affiliation has been approved, continued affiliation with Victoria University Clubs and Societies is dependant on the Club carrying out its operations in accordance with all Victoria University rules and regulations.

Once a Club or Society has gained Affiliated Club status, they must continue re-affiliating with updated affiliation applications every year by the prescribed deadline for the particular year, affiliation received after the specified date will be considered late and will be determined by the Student Life Manager or appointee based on merit.

Affiliation is removed on 1 December 2015.

4. Membership

Membership must be socially inclusive and open to all Victoria University students.

Associate membership shall be open to Victoria University staff and other people.

A Club's membership must consist of a minimum of 75% student members.

All funding resource decisions will be based on student membership.

The minimum membership fee to be charged for affiliated Clubs and Societies is AU\$5 for students and AU\$10 for associate members. Clubs and Societies may choose to charge more than the minimum.

All Club and Society members must supply basic information to the Executive Committee and must pay the membership fee.

5. Executive Committee

The Executive Committee shall be governed by four (4) or more Victoria University students and be comprised of a President, Vice-President, Secretary, Treasurer and other portfolio committee members as deemed by the Club membership.

The key roles of the Executive Committee are as follows:

- President – To provide leadership and facilitation for the Club Executive
- Vice-President – To provide support for the president and Club Executive
- Secretary – To provide support for documentary evidence such as minutes and decision of committee meetings rules and regulations
- Treasurer – To provide financial understanding within the Club on income and expenditure
- Portfolio Committee Members - As deemed by the Club membership from year to year such as Events Officer or Promotional Officer

The Executive Committee shall meet no less than 6 times per year to discuss the needs of the membership and activities.

6. Annual General Meetings

Clubs and Societies must conduct an Annual General Meeting at which the committee for the following year is elected. The AGM must occur, and minutes must be supplied to the Student Life Manager or appointee before 31 October.

- The Secretary shall cause written notice of any General Meeting, together with the agenda, to be promoted to all members within the club or society, at least seven days before the date appointed for that meeting.
- Clubs and Societies must provide written notification to the Club Mentor and the Student Life Manager or appointee of the place, day and time of the Annual General Meeting at least two (2) weeks in advance.
- Executive committee members must present reports at the Annual General Meeting. Reports presented to members should include a report from the club President and a financial report.
- Quorum for an Annual General Meeting shall be a minimum of two (2) executive members in addition to one quarter of members, should the quorum not be met, the Annual General Meeting is to be rescheduled and the details provided to the Student Life Manager or appointee.
- Clubs and Societies shall follow formal meeting procedures to conducting Annual General Meetings, as outlined by the Student Life Manager or appointee.

7. Responsibility/Disclaimer

Victoria University accepts no responsibility for actions or decisions taken by a Club committee and office bearers shall be deemed responsible for all decisions made for or on behalf of the Club. Victoria University accepts no responsibility for any financial debts or liabilities incurred by the Club.

8. Constitution Changes

No changes can be made to this constitution by individual Clubs. However, processes to improve the constitutions can be suggested in writing by Club Executives for future changes to the Student Life Manager or appointee.

9. Expulsion of Members

- The Executive Committee may decide, from time to time by unanimous vote, to request any member or associate member to resign from the Club, and in the event shall provide written notification of such request to be served upon the member concerned and provide a copy of such notice to the Student Life Manager or appointee.
- The process for dismissing an Executive Member must be by unanimous vote requesting the member to resign from their position, written notification of such request must be served to the member.
- The Executive Member will have seven days to resign, should such a request prove ineffectual after seven days written notification, the Executive Committee may serve written notice of intended expulsion of the member concerned and should they not have resigned seven days after, the Committee may by unanimous vote expel him or her from the Club; but such expulsion shall be subject to review and decision by the Student Life Manager or appointee.

Constitution Adopted by General Meeting: _____ (date): _____

Signed: President: _____ Secretary: _____

Name: _____ Name: _____

Date: _____ Date: _____



**VICTORIA
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