



Constitution for Victoria University Clubs

1. CLUB NAME

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

2. PURPOSE

2.1 The purpose of the Club is to advance the education of the students of Victoria University (VU) by:

- (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 75% of current VU student members.

3.4 The Secretary must keep a register of members, which shows the date on which each member paid their current membership fee.

3.5 Club membership is current for that calendar year only, 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 and is due at the date set by the Club; and
- (c) Only paid members of the Club have voting rights.

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 Executive positions.
- 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 position, except in the instance of:
- (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) Organising Club activities; and
 - (b) Representing the Club and its members within VU.
- 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

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

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 email 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. The following guidelines must be met:

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 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

6. FINANCIAL

- 6.1 All Clubs received affiliation funding each year in accordance with the Clubs Policy.
- 6.2 Each Club will be audited twice per year by or on behalf of VU. This is to ensure the financial integrity of each affiliated Club at VU.
- 6.2.1 Club auditing will occur in April and September, on dates set by the Clubs Officer.
- 6.2.2 The following will need to be provided to the auditors by the date set by the Clubs Officer:
- (a) Record of all income and expenses for the funding year to date, in accordance with 7.1.1;
 - (b) Receipts, including cash receipts, of all expenses for the funding year to date; and
 - (c) Bank transaction statement from the last 6 months (or such longer period as requested).
- 6.2.3 Failure to provide required documents or failing a Club audit will result in consequences to the Club.
- 6.2.4 Any misappropriated funds will be immediately repaid to the Club.
- 6.3 All income (including membership fees) received by the Club must be paid into the Club bank account within 10 business days.
- 6.3.1 The Club must not distribute any profit, income or assets directly or indirectly to its members.
- 6.3.2 The Club may only use its income, assets and profit for its purpose.
- 6.3.3 Receipts must be kept for each transaction, including membership fees. Receipt books will be provided to each Club to assist with record keeping.
- 6.4 The Executive must ensure that the Treasurer:
- 6.4.1 Records all income received and payments made by the Club in accordance with 4.3.4(b).
- 6.4.2 Keeps a register of all assets held by the Club in accordance with 4.3.4(d).
- 6.4.3 Complies with auditing requirements in accordance with 6.2.
- 6.5 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:
- 7.1.1 A Club is not permitted to fill certain position(s) internally before the AGM.
- 7.1.2 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) Appointment of 'card carriers' (members who can access the Club bank account on behalf the Club) ; and
 - (e) 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 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. No other matters of business are mandatory at the initial AGM

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.
- 9.2 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.

10. DISCIPLINE

- 10.1 Subject to this constitution, if VU 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:

- 10.1.1 VU may suspend the right of that Club or executive member to use the amenities and services of Student Life for a specified period.
- 10.2 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.
- 10.3 Student Life is responsible for the implementation of this clause.

11. GRIEVANCE PROCEDURE

- 11.1 The grievance procedure in this clause applies to disputes under the Constitution between a Club member and another Club member.
- 11.2 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.

- 11.2.1 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.
- 11.3 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 11.3.1 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.
- 11.3.2 The mediator must not determine the dispute.
- 11.3.3 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.
- 11.4 The Clubs Officer can be called upon to be the mediator.

12. DEFINITIONS AND INTERPRETATION

- 12.1 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.