



Affiliation Regulations

Part 1. Interpretation

1.1. Interpretation

- 1.1.1.** In these regulations, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Clubs & Societies Council, and
- (i) “Affiliation” means recognition by C&S;
 - (ii) “Applicant Group” means a group of 4 students, who must all be Student Subscribers, wishing to start a new Club;
 - (iii) “Application” means an application to start a new Club, following the process outlined in §2.1.1;
 - (iv) “Club Portal” means the C&S Membership & Events Database (<http://clubportal.msa.monash.edu.au>);
 - (v) “DO” means the C&S Development Officer;
 - (vi) “Eligible Day” means a day on which an IGM may be held, as prescribed in §2.2.7.
 - (vii) “IGM” means Inaugural General Meeting;
 - (viii) “lead applicant” means a person designated by and from an Applicant Group to represent it to C&S;
 - (ix) “New Club Application” means an application for recognition of a new Club, submitted as prescribed in §2.1.1(xiv);
 - (x) “Student” means a person enrolled in a course of study administered at the Clayton campus of the University;
 - (xi) “Student Subscriber” means a person who is both a Student and a Subscriber;
 - (xii) “Subscriber” means a current subscriber of the Monash Student Association MSA Card;
 - (xiii) “VP” means Vice President of C&S; and
 - (xiv) “Week 0” means the week before week 1 of a University semester.
- 1.1.2.** These regulations must be read in conjunction with the C&S constitution.

Part 2. New Clubs

2.1. Application Procedure

- 2.1.1.** The following procedure must ordinarily be followed to start a new Club:
- (i) The Applicant Group obtains a *Starting a Club - Part 1* information booklet from the DO.
 - (ii) The Applicant Group completes and submits the *Starting a Club – Initial Application* form, contained in Booklet One.
 - (iii) The VP considers the submitted application and may direct the applicant group to revise it.
 - (iv) Subject to §2.2, the Executive, in their absolute discretion, will consider the submitted applications and resolve which application(s) will be successful for progression to Part 2.
 - (v) If the application is approved, the *Starting a Club – Part 2* (which focuses on the constitution and expressions of interest) is made available to the applicant.
 - (vi) The Applicant Group drafts a constitution and submits it to the DO within 2 weeks after approval of the application.
 - (vii) The VP and/or DO review the draft constitution, and the DO provides the lead applicant with detailed feedback on any required changes.
 - (viii) The Applicant Group submits the finalised constitution to the DO within 1 week after the initial feedback is provided.
 - (ix) The Executive considers the constitution and resolves to approve or reject the constitution, or directs the Applicant Group to revise it.
 - (x) Parallel to drafting the constitution, the Applicant Group seeks signed expressions of interest in the proposed Club on a form supplied by the DO, and submits the forms, completed and signed by at least 40 Students, at least 10 of whom must be Subscribers.
 - (xi) Upon approval of the constitution and expressions of interest, the Executive directs the Applicant Group to hold an IGM for the proposed Club.
 - (xii) The Applicant Group serves at least 10 academic days' Written Notice of the IGM on all Students who signed the expression of interest forms.
 - (xiii) The IGM is held in accordance with §2.2.6 - §2.2.10.
 - (xiv) The Applicant Group submits the completed *Application for Recognition* form, together with proper minutes and attendance forms from the IGM, and a copy of the proposed Club's constitution.
- 2.1.2.** The Executive may only accept a New Club Application if the Applicant Group has complied with §2.1.1, unless, in exceptional circumstances, it resolves otherwise.

- 2.1.3.** Within 2 months of Affiliation of a new Club,
- (i) the Club Office Bearers must register their details with the C&S Secretary;
 - (ii) the Club must lodge a New Club Registration matching the requirements for annual registration as set out in §3.1, except that the Club shall be exempt from §3.1.1(iv);
 - (iii) the Club Office Bearers must open a bank account, if the club is affiliated at the Full level;
 - (iv) the Club President must, in conjunction with the DO, lodge an application for an Australian Business Number for the Club;
 - (v) the Club Office Bearers must complete a New Club Workshop;
 - (vi) the Club President must complete a Presidents' Workshop;
 - (vii) the Club Vice President must complete a Presidents' Workshop;
 - (viii) the Club Treasurer must complete a Treasurers' Workshop and Audit Workshop; and
 - (ix) the Club Secretary must complete a Secretaries' Workshop.
- 2.1.4.** Unless, in exceptional circumstances, the Executive resolves otherwise, non-compliance with §2.1.3 is an act of misconduct that carries a penalty of deregistration.

2.2. Requirements and Restrictions

- 2.2.1.** *Starting a Club – Part 1* will only be available from the beginning of Week 0 until the end of week 2 each semester.
- 2.2.2.** The *Starting a Club – Initial Application* form will only be accepted during week 2 each semester. This form must be submitted in person by the applicant, unless alternative arrangements have been agreed upon by the applicant and the DO.
- 2.2.3.** Only Applicant Groups may apply to start new Clubs. If, at any time during an Application, the Executive deems that someone other than a student or Student Subscriber is the protagonist of the Application, it may, in its absolute discretion, terminate that Application.
- 2.2.4.** If at any time during an Application, the lead applicant fails to contact the DO for a period longer than 28 days, the Application will be terminated.
- 2.2.5.** Where the Executive deems that the aims and objectives of a proposed Club
- (i) are similar to the aims and objectives of an existing Club; or
 - (ii) conflict with the aims and objectives of C&S; or
 - (iii) in any way breach the C&S Constitution; or
 - (iv) would overlap with the activities of a current MSA department; or
 - (v) are not in the interests of benefiting Monash Clayton students; or
 - (vi) are not in the interests of Monash University; or

- (vii) are set-up for commercial gain; or
- (viii) are purely social in nature

it cannot accept any Application to start that proposed Club.

- 2.2.6.** If an applicant group or one of its members engages in any conduct described in s 7.1.1(ii) or s 7.1.1(iii) of the Constitution, the Executive may, in its absolute discretion, terminate that Applicant Group's Application.
- 2.2.7.** The IGM of a proposed Club may only be held on an academic day between the beginning of week 1 and the end of week 11 each semester.
- 2.2.8.** The IGM of a proposed Club must be held within 20 Eligible Days of a resolution of the Executive to direct an applicant to hold that IGM.
- 2.2.9.** The IGM of a proposed Club must be attended by a C&S Office Bearer or C&S Staff Member, and by at least 20 Students, of whom at least 5 must be Subscribers.
- 2.2.10.** The IGM of a proposed Club must
- (i) authorise a Student to apply for recognition by C&S;
 - (ii) approve the aims and objectives of the proposed Club, as previously approved by the Executive;
 - (iii) approve the constitution of the proposed Club, as previously approved by the Executive;
 - (iv) elect Students to all positions specified in the constitution of the proposed Club;
 - (v) nominate any bank account(s) held in the proposed Club's name to be kept in accordance with the C&S Finance Regulations;
 - (vi) nominate signatories to any bank account(s) held in the proposed Club's name, in accordance with the C&S Finance Regulations;
 - (vii) direct the signatories for any bank account(s) held in the proposed Club's name to execute and deliver to the C&S President an irrevocable authority addressed to the Club's bankers authorising the C&S President, or MSA Manager responsible for Clubs & Societies, and/or MSA Finance Manager to withdraw the whole of any balances standing to the credit of the Club in the approved bank accounts of the Club at any time, and close the account(s); and
 - (viii) nominate 1 Office Bearer of the proposed Club, and the DO, as the proposed Club's authorised contact persons for the Australian Taxation Office.
- 2.2.11.** The Executive must resolve the number of new clubs to be affiliated each semester
- 2.2.12.** Any substantial changes to *Starting a Club – Part 1* and *Starting a Club – Part 2* must be authorised by a resolution of the Executive.

Part 3. Registration

3.1. Documents

3.1.1. Every Club must maintain its registration with C&S by annually submitting to the Executive

- (i) comprehensive membership records, which must include each member's full name, Student/University Staff Member personnel number (where applicable), electronic mail address and telephone number;
- (ii) C&S Membership List print-out from the Club Portal, listing at least 40 of its ordinary members who are Students, of whom at least 10 are subscribers ;
- (iii) a list of its Office Bearers, which must include each Office Bearer's full name, Student number, residential address, telephone number and University supplied electronic mail address
- (iv) evidence of at least 4 activities held in pursuit of its aims and objectives, in the previous year; and
- (v) evidence of differential membership pricing, as prescribed in the Finance Regulations,

in a method and format specified by the Executive, except as provided for in §3.1.2 - §3.1.3.

3.1.2. In exceptional circumstances, where a Club makes a written request, the Executive may, in its absolute discretion, grant an exemption from §3.1.1(v).

3.1.3. A Club designated by the Executive as an academic club or hall of residence club will be exempted from the requirement to submit Student/University Staff Member personnel numbers in §3.1.1(i), if

- (i) all persons enrolled in a particular course of study, affiliated with a particular school or faculty, or living in a particular hall of residence, are automatically granted membership of the Club; and
- (ii) in lieu of the Student/staff numbers the Club obtains, and submits to the Executive, official documentation from the applicable school, faculty, college head or Monash Residential Services, clearly stating which members are Students.

3.1.4. All information, except signatures, included on membership records submitted in accordance with §3.1.1 must be easily legible and must be written using Latin script.

3.1.5. Each Club's registration documents will be assessed by a C&S Office Bearer.

- 3.1.6.** Where a reasonable attempt has been made by a Club to correctly submit registration documents, but in order to effectively assess that Club's documents a C&S Office Bearer requires further information or clarification, s/he may defer the assessment for 1 month, during which time the Club must provide the required information or clarification. The C&S Office Bearer must serve Written Notice of the deferment on the Club on the same day as the decision to defer is reached.
- 3.1.7.** Where assessment of a Club's registration documents has been deferred in accordance with §3.1.6, and the deferral period has expired, the C&S Office Bearer must assess the documents based on the information, if any, that has been provided to that date.
- 3.1.8.** Where an activity listed on a Club's registration documents, as required by §3.1.1(iv), is deemed by the Executive not to be in pursuit of that Club's aims and objectives, it shall not be counted for the purposes of correct submission of the Club's registration documents.

3.2. Timing

- 3.2.1.** The Executive shall set the annual due date for submission of registration documents, and such a date shall fall between the beginning of week 3 and the end of week 5 of semester 1.
- 3.2.2.** The Executive must serve a Written Notice of the due date and requirements for the submission of registration documents on all Clubs, at least 1 month before the due date.
- 3.2.3.** Where the Executive requires any specific forms to be used as part of the registration documents, such forms must be made available to all Clubs at least 1 month before the due date.

3.3. Failure to Register Documents

- 3.3.1.** Failure by a Club to reasonably attempt to submit correct registration documents within 10 academic days of the due date is an act of misconduct that carries a penalty of deregistration.
- 3.3.2.** Failure by a Club to submit correct registration documents within 10 academic days of the end of a deferral period is an act of misconduct that carries a penalty of deregistration.
- 3.3.3.** Failure by a Club to update its list of club Office Bearers by the end of the month following the month of the club's Annual General Meeting is an act of misconduct and carries a penalty of demotion for 12 academic weeks.
- 3.3.4.** Failure by a Club to update its list of club Office Bearers within 28 days of a club by-election is an act of misconduct and carries a penalty of demotion for 12 academic weeks.

Part 4. Levels of Affiliation

4.1. Levels

- 4.1.1.** Clubs may be affiliated at 1 of 4 levels.
- 4.1.2.** All Clubs qualify for Non Financial Affiliation.
- 4.1.3.** To qualify for Probationary, Associate or Full Affiliation, a Club must meet the requirements for Non Financial Affiliation, and
- (i) have aims and objectives that offer educational and/or developmental benefits to Students;
 - (ii) have a clause in its constitution that sets out that no disposal of its tangible assets through resale, donation, transfer or by any other means may take place without prior approval from the Executive;
 - (iii) have ordinary membership of the Club open to all Students (either exclusively, or in addition to University Staff Members) (except as permitted in §6.2.4 of the C&S Constitution);
 - (iv) restrict voting committee positions to Students; and
 - (v) hold only a single bank account with a financial institution that has an operational branch on the Clayton campus of the University.
- 4.1.4.** Clubs affiliated at either the Probationary, Associate or Full level shall be regarded as having Financial Affiliation.
- 4.1.5.** A Club's qualification for an Affiliation level does not guarantee granting of that Affiliation level to the Club.
- 4.1.6.** The Executive shall, in its absolute discretion, determine the level of Affiliation granted to new Clubs.

4.2. Entitlements

- 4.2.1.** A club affiliated at the Non Financial level is entitled to;
- (i) a C&S supplied electronic mail account;
 - (ii) a C&S supplied mail box;
 - (iii) access to services provided by C&S, at reduced rates; and
 - (iv) access to such insurance facilities as C&S is able to provide.
- 4.2.2.** A Club affiliated at the Probationary level is entitled to
- (i) a C&S supplied electronic mail account;
 - (ii) a C&S supplied mail box;
 - (iii) access to services provided by C&S, at ordinary rates;
 - (iv) access to such insurance facilities as C&S is able to provide; and
 - (v) receive non-reporting grants.

4.2.3. A Club affiliated at the Associate level is entitled to

- (i) a C&S supplied electronic mail account;
- (ii) a C&S supplied mail box;
- (iii) access to services provided by C&S, at reduced rates;
- (iv) access to such insurance facilities as C&S is able to provide;
- (v) receive non-reporting grants; and
- (vi) apply for and receive reporting grants capped at 50% of the fully affiliated rate, in accordance with §4.2.7 .

4.2.4. A Club affiliated at the Full level is entitled to

- (i) a C&S supplied electronic mail account;
- (ii) a C&S supplied mail box;
- (iii) access to services provided by C&S, at reduced rates;
- (iv) access to such insurance facilities as C&S is able to provide; and
- (v) apply for and/or receive all grants.

4.2.5. Some entitlements provided for in §4.2.1 - §4.2.4 may have additional requirements.

4.2.6. Penalties imposed on Clubs in accordance with Part 7 of the C&S constitution may remove entitlements provided for in §4.2.1 - §4.2.4.

4.2.7. Where a club has a cap placed on grant entitlements (see §4.2.3 & §4.2.6), the overall grant cap and the amount the club can receive on any individual grant, shall be reduced by the specified percentage. This reduction shall apply to any event held within the period where the grant cap is reduced.

4.3. Demotion

4.3.1. Where a Club is demoted as a result of a prescribed penalty notice, it will

- (i) have a change in registration status to Associate Affiliation, if it has Full Affiliation at the time of application of the penalty;
- (ii) have a change in registration status to Probationary Affiliation, if it has Associate Affiliation at the time of application of the penalty; and
- (iii) be deregistered, if it has Probationary Affiliation at the time of application of the penalty