C&S Affiliation Regulations

a division of the
Monash Student Association (Clayton) Inc.

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PART 1 — PRELIMINARY

1 Purposes

(1) The purposes of these Regulations are—

(a) to provide for groups of students to be affiliated as clubs—

(i) in limited numbers each semester, considering the resources available to C&S; and

(ii) on the basis of merit, considering need, uniqueness and application quality; and

Note: A club, society, association or other group of students may only be affiliated if its constitution complies with Division 2 of Part 5 of the C&S Constitution, it holds a successful inaugural general meeting and it meets the requirements of these Regulations, see clause 58 of the C&S Constitution.

(b) to provide for the levels at which clubs are affiliated and the entitlements attached to each level; and

(c) to prescribe what a club must do to maintain its affiliation, including the general meetings it must hold, the C&S events it must attend, the number of members it must have and the training its office-bearers must complete; and

(d) to provide for the annual reaffiliation of clubs and the penalties for non-compliance; and

(e) to regulate club membership platforms and fees; and

(f) to provide a default registered address for clubs.

2 Interpretation

(1) In these Regulations, unless the contrary intention appears, all words and expressions have the same meaning as they have in the C&S Constitution, and in addition—

(a) ***ACNC*** means the Australian Charities and Not-for-profits Commission;

(b) ***applicant group*** means a group of 4 students who apply under clause 6 to start a club;

(c) ***application*** means the application made under clause 6 to start a club;

(d) ***application period*** means the period during which applications to start a club are open, beginning at the start of week 0 of a semester and ending at the end of week 2 of the same semester;

(e) ***assessor*** means the C&S office-bearer assessing a reaffiliation pack under Division 3 of Part 3;

(f) ***C&S Constitution*** means the constitution of the Clubs & Societies Council;

(g) ***C&S membership platform*** means the platform approved by the Executive under subclause 32(1);

(h) ***C&S working day*** means a day on which the C&S office is open for business;

(i) ***demotion*** means a penalty that, for the period set by clause 20, alters a club's affiliation status under paragraph 75(2)(j) of the C&S Constitution by reducing its entitlements under subclause 19(4);

(j) ***draft constitution*** means the constitution submitted for a proposed club by the applicant group under clause 9;

(k) ***exceptional circumstances*** means circumstances where, in the opinion of the Executive, a club or applicant group has demonstrated that it is facing hardship or has another compelling reason;

(l) ***IGM*** means an inaugural general meeting of a proposed club convened by the applicant group under Division 3 of Part 2;

(m) ***new club*** means a club affiliated during the current calendar year or the previous calendar year;

(n) ***new clubs officer*** means the C&S staff member responsible for managing the process to start a club under Part 2 or their delegate, who must be a C&S staff member;

(o) ***non-reporting grant*** and ***reporting grant*** have the same meanings as in the C&S Grants Regulations;

(p) ***proposed club*** means the group of students that an applicant group applies to have affiliated as a club;

(q) ***reaffiliation pack*** means the documents a club must submit annually under Division 3 of Part 3;

(r) ***reaffiliation year***, in relation to a reaffiliation pack, means the calendar year for which the pack is required under subclause 27(1);

(s) ***required training*** means training set by the Executive under subclause 26(1);

(t) ***week 0*** means the week before the teaching period starts for a semester;

(u) ***week 13*** means the week after the teaching period finishes for a semester.

PART 2 — STARTING A CLUB

Division 1 — General

3 Communications

(1) All communications with an applicant group on behalf of C&S must be made by a C&S staff member.

(2) A C&S office-bearer may only discuss a current, former or potential application with other Executive members.

(3) Outside the application period, the new clubs officer must not meet with a potential applicant group or discuss a potential application with it.

(4) A notice given to an applicant group under this Part must be given by email notice.

4 Conflict of Interest

(1) An Executive member who has a material personal interest in an application for a proposed club—

(a) must, as soon as the member becomes aware of the interest, disclose the nature and extent of that interest to the Executive; and

(b) must not—

(i) discuss that application with another Executive member; or

(ii) be present while the application is being considered at an Executive meeting; or

(iii) vote on any matter of the application, including whether to proceed with or to discontinue it.

(2) A new club must not elect or appoint to its committee, including at its IGM—

(a) a current C&S office-bearer, or

(b) a person who was a C&S office-bearer during or after the semester in which the club was affiliated—

until after the end of the club's first annual general meeting.

Note: This provision does not prevent a committee member of a new club from standing for election to, being appointed to or holding office as a C&S office-bearer.

Division 2 — Applications

5 Number of Clubs to be Affiliated

(1) Before week 0 of each semester, the Executive must by resolution decide the maximum number of applications to start a club, which may be none, that it wishes to proceed with in that semester.

(2) If the Executive has not decided a maximum number before week 0 of a semester, the maximum number is 0 for that semester.

(3) An Executive member must not disclose the maximum number to a person who is not an Executive member or MSA staff member.

6 Initial Application

(1) An application to start a club must be made using a form approved by the Executive.

(2) A member of the applicant group may only collect an application form from the new clubs officer—

(a) at a meeting with the new clubs officer, unless otherwise agreed by the new clubs officer; and

(b) during C&S office hours in week 0 or week 1 of a semester.

(3) The application must state—

(a) the details of the members of the applicant group, and

(b) draft purposes of the proposed club, and

(c) possible activities for the proposed club, and

(d) what makes the proposed club unique, and

(e) benefits the proposed club will offer to the student experience, and

(f) resources the proposed club may require, and

(g) any affiliation or relationship the proposed club will have with external organisations.

(4) Each member of the applicant group must register their details with C&S or the MSA in a form approved by the new clubs officer before an application is submitted.

(5) Once per application, the new clubs officer may review a draft of the application and give feedback to the applicant group before it is submitted.

(6) An application form must be submitted—

(a) at a meeting with the new clubs officer, unless otherwise agreed by the new clubs officer; and

(b) with every member of the applicant group present; and

(c) during C&S office hours in week 2 of a semester.

(7) An applicant group whose application did not proceed or was discontinued may apply again in a later application period, unless the Executive resolves otherwise by an absolute majority.

7 Similar Applications

(1) Where 2 or more applications submitted in the same application period are, in the opinion of the new clubs officer, substantially similar in purposes or proposed activities, the new clubs officer may direct the applicant groups to submit a single combined application.

(2) A combined application must be submitted within 10 academic days after the direction is given.

(3) If a combined application is submitted, the Executive must consider it in place of the individual applications that were submitted.

(4) If no combined application is submitted, the Executive must consider each application and may take into account which of them would service the broader student demographic.

8 Consideration of Initial Applications

(1) The Executive must, by the end of week 5 of a semester, consider all applications received and decide by resolution, subject to clause 5, for each application whether to—

(a) proceed with the application, subject to clauses 9 to 12; or

(b) not proceed with the application.

(2) As soon as practicable after the Executive has considered all the applications, the new clubs officer must notify each applicant group in writing of the decision of the Executive.

(3) A decision not to proceed with an application, or to discontinue one, is final, and—

(a) C&S is not required to correspond further about the application; but

(b) C&S may give reasons why the application is not proceeding.

(4) On or before the day notice of a decision to proceed with an application is given under subclause (2), the new clubs officer must open registrations for the proposed club through the C&S membership platform.

9 Constitution

(1) The applicant group must, in consultation with the new clubs officer, submit a draft constitution to the new clubs officer within 14 days after being given notice of the decision under subclause 8(2).

(2) The new clubs officer—

(a) must review whether the draft constitution complies with Division 2 of Part 5 of the C&S Constitution; and

(b) may direct the applicant group to revise the draft constitution within 7 days after the direction is given.

(3) As soon as practicable after the new clubs officer has reviewed the draft constitution, the Executive must decide by resolution for each application whether to—

(a) approve the draft constitution, with or without amendments; or

(b) direct the applicant group to revise the draft constitution in consultation with the new clubs officer, within 7 days after the direction is given; or

(c) reject the draft constitution and discontinue the application.

(4) A draft constitution revised under paragraph (3)(b) must be considered again under subclause (3).

(5) The Executive may give a direction under paragraph (3)(b) no more than 2 times for each application.

10 Registrations

(1) A person who wishes to be a member of the proposed club may register their interest in becoming an initial member of the proposed club through the C&S membership platform.

(2) The proposed club must have at least 40 students register their interest through the C&S membership platform within 14 days after the applicant group is given notice of the decision under subclause 8(2).

(3) There is no fee for a person to register their interest.

11 Unacceptable Applications

(1) The Executive must not proceed with an application if, in its opinion, the proposed club—

(a) is not organised as a not-for-profit; or

(b) does not have a name that reflects its stated purposes; or

(c) does not have purposes of which the predominant one is to advance the education of the students of the University; or

(d) has purposes that—

(i) are inconsistent with the purposes of C&S or the MSA; or

(ii) breach the C&S Constitution or the constitution of the MSA in any way; or

Example: Purposes that are racist, sexist, queerphobic, transphobic, ableist or militaristic.

(iii) are substantially similar to the purposes of a club that was disaffiliated within the 12 months before the application was submitted; or

Note: See paragraph 73(2)(d) of the C&S Constitution.

(e) is contrary to the interests of—

(i) students, or

(ii) C&S, or

(iii) the MSA; or

(f) proposes or is likely to predominantly run activities that the University's public liability insurance does not cover; or

(g) is unlikely to function as a primarily on-campus community; or

(h) is affiliated or has a relationship with an external organisation that may—

(i) have undue influence over the activities or governance of the proposed club; or

(ii) prevent the proposed club from meeting its obligations under the C&S Constitution or its schedules; or

(i) has activities that would predominantly overlap with the activities of a current MSA department, unless the proposed club would service a different student demographic from that of the MSA department.

(2) If, in the opinion of the Executive, a proposed club has purposes similar to those of an existing club or MSA department, the new clubs officer must—

(a) give the existing club or MSA department—

(i) the name of the proposed club, and

(ii) the purposes of the proposed club, and

(iii) any activities proposed by the applicant group; and

(b) ask the existing club or MSA department to give a statement, within 7 days after being asked, that considers—

(i) the extent of any similarities between the existing club or MSA department and the proposed club; and

(ii) whether the proposed club is likely to service a student demographic similar to or distinct from that of the existing club or MSA department.

(3) The Executive may only proceed with the application if the Executive is reasonably satisfied that the proposed club will service a different student demographic from that of the existing club or MSA department.

(4) The Executive may decide under subclause (3) once the statement is received or the period in paragraph (2)(b) ends, whichever is earlier.

(5) The statement does not bind the Executive.

12 Discontinuation

(1) The Executive may by resolution, before accepting an application for affiliation, discontinue an application if it is reasonably satisfied that—

(a) the applicant group is acting on the instructions or wishes of a person other than a student; or

(b) the proposed club or a member of the applicant group—

(i) has engaged in misconduct under the C&S Constitution; or

(ii) has attempted to influence a C&S office-bearer in favour of or against an application; or

(c) the applicant group or the committee of the proposed club does not submit any documentation required under this Part within the time required; or

Example: The applicant group fails to submit a draft constitution.

(d) a ground in subclause 11(1) applies to the proposed club.

(2) In deciding whether to discontinue an application under subclause (1), the Executive—

(a) is not bound by procedural fairness or the rules of evidence; and

(b) may be satisfied that misconduct has occurred without a hearing or finding under Part 6 of the C&S Constitution.

(3) An application is automatically discontinued if—

(a) the applicant group does not respond to the new clubs officer within 14 days after being asked to do so; or

(b) the registrations required by subclause 10(2) are not made within the period in that subclause; or

(c) an IGM is not held within the time allowed by subclause 13(2).

(4) The new clubs officer must notify the applicant group as soon as practicable after an application is discontinued.

Division 3 — Inaugural General Meetings

13 Convening

(1) The Executive must by resolution direct an applicant group to convene an IGM under this Division as soon as practicable after both of the following have occurred—

(a) the Executive has approved the draft constitution; and

(b) the registrations required by subclause 10(2) have been made.

(2) The applicant group must convene an IGM, at a date, time and location agreed with the new clubs officer, to be held in the semester in which the application was submitted—

(a) ordinarily, on an academic day before the end of week 11; or

(b) with the approval of the Executive in exceptional circumstances—

(i) on an academic day in week 12, or

(ii) on a C&S working day in week 13.

(3) The applicant group must give to each person who has registered their interest at least 14 days email notice of the IGM.

14 Conduct

(1) The quorum for an IGM is—

(a) at least 20 students who are not C&S office-bearers or C&S office-bearers-elect, and

(b) at least 1 C&S office-bearer or C&S office-bearer-elect.

(2) An IGM must be held by in-person attendance only, unless the Executive approves otherwise in exceptional circumstances.

Example: An IGM is only able to be held in week 13, so the Executive allows it to be online.

(3) Attendance by proxy at an IGM is not permitted.

(4) Each student present at an IGM who has registered their interest in the proposed club and is not a C&S office-bearer or C&S office-bearer-elect has 1 vote.

(5) The chair and returning officer of an IGM must be a C&S office-bearer or C&S office-bearer-elect.

(6) At an IGM—

(a) the Vice-President; or

(b) in the absence of the Vice-President, a C&S office-bearer or C&S office-bearer-elect nominated by the new clubs officer—

has the right to preside as the chair and act as the returning officer.

(7) An IGM must—

(a) have a quorum present within 30 minutes after the scheduled start of the meeting; and

(b) adopt the draft constitution, as approved by the Executive; and

(c) declare all positions of the proposed club's committee vacant; and

(d) hold elections for all positions under the constitution adopted at the meeting; and

(e) elect a member to each club office-bearer position; and

(f) direct the committee to—

(i) if applicable, close all existing bank accounts held in the proposed club's name including its previous names; and

(ii) open a new bank account in the proposed club's name, to be managed as required by the C&S Finance Regulations; and

(g) appoint signatories to the proposed club's bank account; and

(h) direct the signatories of the proposed club's bank account to execute and deliver to C&S an irrevocable authority which authorises—

(i) the account to be closed by C&S; and

(ii) the whole of any balances standing to the credit of the proposed club to become the property of the MSA and to be transferred to the control of C&S; and

Note: See Division 2 of Part 2 of the C&S Finance Regulations which sets out how a club must manage its bank accounts.

(i) appoint for the purposes of the Australian Taxation Office—

(i) an office-bearer of the proposed club as an associate of the club, and

(ii) a C&S staff member nominated by the C&S Manager as an authorised contact person of the club.

(8) If an IGM does not meet the requirements under—

(a) paragraph (7)(a) or (7)(b), the meeting lapses and the application of the proposed club is discontinued; or

(b) paragraphs (7)(c) to (7)(i), the chair must adjourn the meeting under the constitution adopted at the meeting.

(9) Clauses 4 and 8 of the C&S Constitution apply to an IGM as if—

(a) the IGM were a general meeting; and

(b) each person who has registered their interest were a C&S member.

Division 4 — Affiliation Process

15 Application for Affiliation

(1) The committee of a proposed club must submit an application for affiliation to the new clubs officer as soon as practicable after the proposed club's IGM.

(2) The application for affiliation must—

(a) be in a form approved by the Executive; and

(b) include as attachments—

(i) the unconfirmed minutes of the IGM, and

(ii) any other information required by the Executive.

(3) If the Executive is satisfied the IGM has met the requirements under Division 3, the Executive must accept the application for affiliation.

(4) If an application for affiliation is accepted, the club is taken to be affiliated from the date of its IGM.

16 Administrative Matters

(1) The initial members of a new club are the persons who register their interest through the C&S membership platform before the end of the club's IGM.

(2) An initial member eligible for ordinary membership under the club constitution is an ordinary member and any other initial member is an associate member.

(3) Despite subclause 33(1) and clause 35, there is no membership fee payable for an initial membership.

(4) An initial membership ends on the 19 March following the IGM.

(5) Within 3 months after a new club's IGM—

(a) the club must, with a C&S staff member—

(i) submit an application for an Australian Business Number for the club; and

(ii) open a bank account as directed by the IGM and as required by the C&S Finance Regulations; and

(b) the club committee must set an annual membership fee under Part 4; and

(c) each club office-bearer must—

(i) register their details with C&S; and

(ii) attend a new club workshop.

Prescribed Penalty: Disaffiliation.

(6) Within 3 months after a new club's IGM, the club, if eligible, must apply for charity registration with the ACNC unless the club is designated by the Executive as a Political club.

Prescribed Penalty: Demotion for 12 academic weeks.

(7) In exceptional circumstances, the Executive may extend a period in subclause (5) or (6) for a club.

PART 3 — AFFILIATION

Division 1 — Levels of Affiliation

17 Levels

(1) A club is either—

(a) financially affiliated, or

(b) non-financially affiliated.

18 Eligibility

(1) To be eligible to be financially affiliated, a club must—

(a) use the C&S membership platform; and

(b) charge a minimum annual membership fee as required by clause 33; and

(c) charge differential pricing as required by clause 35.

(2) A club is financially affiliated unless the Executive has decided that the club is non-financially affiliated—

(a) in exceptional circumstances, on the application of the club, if—

(i) at least 14 days notice of the motion to apply was given to all club members; and

(ii) at least three-quarters of the ordinary members present and voting at a club general meeting, whether personally or by proxy, vote in favour of the motion; or

(b) because the club does not comply with subclause (1); or

(c) because the club has a legal structure approved under paragraph 59(1)(c) of the C&S Constitution.

(3) If a non-financially affiliated club applies to be financially affiliated, the Executive must decide that it is financially affiliated if—

(a) the club complies with subclause (1); and

(b) paragraph (2)(c) does not apply to the club.

19 Entitlements

(1) A club is entitled to the following free of charge—

(a) a C&S-supplied email account, and

(b) a C&S-supplied mailbox, and

(c) access to insurance facilities arranged by C&S.

(2) A club is entitled to access other services and facilities provided by C&S at rates and on conditions set by the Executive.

(3) A financially affiliated club is entitled to receive non-reporting grants at full rates, subject to any applicable penalties.

(4) A financially affiliated club is entitled to receive reporting grants—

(a) if the club has no concurrent penalties of demotion, at full rates and with the full cap; or

(b) if the club has 1 concurrent penalty of demotion, at three-quarter rates and with a three-quarter cap; or

(c) if the club has 2 concurrent penalties of demotion, at half rates and with a half cap.

(5) Reductions under subclause (4) apply to events, activities and purchases within the period of demotion, not when submissions are made.

(6) A club is entitled to grants only for events, activities and purchases within a period for which it is financially affiliated.

(7) The Executive may set requirements for using an entitlement.

20 Demotion

(1) A penalty of demotion applies for 12 academic weeks, inclusive of the day the penalty was imposed, unless otherwise specified by the penalty.

Example: A penalty of demotion imposed on the first day of Semester 1 ends on the last academic day of Semester 1.

(2) Penalties of demotion are served concurrently.

Example: A club that is demoted for 12 academic weeks, then 6 academic weeks after the original demotion was imposed is demoted again for 12 academic weeks, has 2 concurrent penalties of demotion for 6 academic weeks then 1 penalty of demotion for the next 6 academic weeks.

(3) Where a club would otherwise receive a third concurrent penalty of demotion, it is instead taken to have received a penalty of disaffiliation.

(4) Where a non-financially affiliated club would otherwise receive a penalty of demotion, it is instead taken to have received a penalty of disaffiliation.

(5) When a penalty of demotion ends, the club has the entitlements it would have had without the penalty.

21 Categories

(1) The Executive must assign each club to one of the following categories—

(a) Academic,

(b) Cultural,

(c) Performing Arts,

(d) Political,

(e) Social Welfare,

(f) Special Interest,

(g) Spiritual.

(2) The Executive must assign a category when it accepts a club's application for affiliation.

(3) The Executive may only change a club's category by resolution—

(a) on the application of the club; or

(b) at least 10 academic days after giving the club email notice of the proposed change.

Division 2 — Maintaining Affiliation

22 Club General Meetings

(1) A club must convene club general meetings as required by its club constitution.

(2) Despite subclause (1), where a new club is required to convene a club annual general meeting in the semester after its IGM, it may convene a club ordinary general meeting in place of the club annual general meeting.

Note: An incorporated club may hold its first annual general meeting at any time within the period of 18 months after its incorporation, see subsection 63(3) of the Victorian *Associations Incorporation Reform Act 2012*.

(3) Despite subclause (1), in exceptional circumstances, the Executive may allow a club to—

(a) convene a club general meeting during a different period from what is required by its club constitution; or

Note: An incorporated club must hold its second and any subsequent club annual general meeting within 5 months after the end of the financial year of the club, see subsection 63(4) of the Victorian *Associations Incorporation Reform Act 2012*.

(b) not convene a club general meeting, other than a club annual general meeting.

(4) At a club general meeting, a club must—

(a) have a quorum of members present; and

(b) elect a member to each club office-bearer position that is vacant.

Prescribed Penalty: For each consecutive club general meeting, including adjourned meetings, at which the club does not comply:

First or second meeting:	No penalty.
Third meeting:	Meeting between a club committee member, a C&S staff member and a C&S office-bearer.
Fourth and each subsequent meeting:	Disaffiliation.

23 Notice of Current Office-Bearers

(1) A club must give C&S the details of its office-bearers, including any vacant office-bearer positions, within 14 days after an office-bearer—

(a) is elected at a club general meeting, even if all of the club's office-bearers were re-elected; or

(b) resigns or otherwise leaves office; or

(c) is appointed to fill a vacancy.

(2) If the Executive directs a club to give it the details of the club's office-bearers, the club must do so within 7 days after the direction is given.

Prescribed Penalty: Disaffiliation.

24 Attendance at C&S Events

(1) At least 1 representative of a club must be present at—

(a) general meetings—

(i) within 30 minutes after the scheduled start time, unless the meeting ends within that period; and

(ii) until the earlier of 90 minutes after the scheduled start time or when the meeting ends; and

Note: Under clause 36 of the C&S Constitution a club president may appoint another ordinary member of the club as their proxy for a general meeting.

Prescribed Penalty: For each consecutive meeting at which the club is not represented and for which no apology is accepted:

First offence: Reprimand.

Second and each subsequent offence: Demotion for 12 academic weeks.

(b) most of the C&S annual training event before Semester 1 of each year; and

(c) a stall designated for the club, for each day it is provided during the Semester 1 Orientation Festival; and

(d) any other event for which the Executive has given the club email notice, at least 14 days before the event, that attendance is required.

(2) If a club is unable to be represented at an event under subclause (1), the club must submit an apology to the Executive including reasons for non-attendance.

(3) Apologies must be submitted before the event starts, except in exceptional circumstances.

(4) The Executive must accept an apology if it is made on reasonable grounds.

Note: In deciding whether reasonable grounds exist, the Executive may consider the timing of the apology, the number of previous apologies and the reasons given.

25 Minimum Membership

(1) Each club must have at least 40 student members by the end of week 12 of Semester 1 each year.

Prescribed Penalty: Disaffiliation.

(2) An honorary life member who is not registered for membership is not counted under subclause (1).

(3) Where a club does not use the C&S membership platform, the club must, within 14 days after the date provided in subclause (1), give the Executive a copy of the club's register of members including each member's—

(a) full name;

(b) email address;

(c) if applicable, student number;

(d) join date.

Prescribed Penalty: Disaffiliation.

(4) Where a person is automatically a member of a club because of—

(a) being enrolled in a particular course of study; or

(b) living in a particular student residence—

the club may, instead of its register of members, give the Executive documentation from the relevant school, faculty or college that identifies which members are students.

26 Required Training

(1) The Executive must set the required training that club office-bearers and other club committee members are to complete.

Note: Under clause 43 of the C&S Off-Campus Event Regulations, an Event Leader must complete further training for off-campus events.

(2) A club office-bearer or other club committee member must complete the required training that applies to them within 2 months after being elected or appointed.

(3) The required training must include—

(a) for each club office-bearer, training in club governance and meetings; and

(b) for the club treasurer and at least 1 other club committee member, training in club financial management; and

(c) for each club office-bearer, training in responding to disclosures of sexual harm; and

(d) for each club office-bearer, training in incident response management.

(4) The Executive must publish the required training on the C&S website.

(5) The Executive may exempt a person from a requirement under subclause (2) if satisfied that the person has completed equivalent training.

Division 3 — Annual Reaffiliation

27 Reaffiliation Packs

(1) A club must submit a reaffiliation pack to C&S for each calendar year, in a form approved by the Executive.

(2) A club must submit its reaffiliation pack on or before the last C&S working day in January of the reaffiliation year, unless otherwise resolved by the Executive.

Prescribed Penalty: For submissions late by:

14 days or less:	Reprimand.
15 to 28 days:	Demotion for 12 academic weeks.
29 days or more:	Disaffiliation.

(3) In exceptional circumstances, the Executive may give a club an extension of up to 14 days from the deadline in subclause (2).

Note: In deciding whether exceptional circumstances exist, the Executive may consider the timing of a request for an extension.

(4) On or before the first C&S working day after the Semester 2 exam period before the reaffiliation year, the Executive must give to all clubs—

(a) email notice of the deadline, and

(b) any forms to be used as part of the reaffiliation pack.

28 Documents to be Submitted

(1) A club must submit as part of its reaffiliation pack—

(a) a list of the club office-bearers, whether elected or appointed; and

Prescribed Penalty: Meeting between a club office-bearer and an Executive member.

(b) confirmation that the club office-bearers and other club committee members have completed the required training; and

Prescribed Penalty: Half reaffiliation grant.

(c) evidence of at least 4 distinct activities held by the club in pursuit of its purposes, in the year before the reaffiliation year; and

Prescribed Penalty:

1 distinct activity less than required:	Half reaffiliation grant.
2 or more distinct activities less than required:	No reaffiliation grant.
Too few distinct activities in both of the previous 2 years:	Disaffiliation.

(d) a draft financial plan for the reaffiliation year; and

Prescribed Penalty: Not prescribed.

(e) the club membership fees set under clause 33 for the reaffiliation year and, if they differ from those of the year before, the minutes of the club committee meeting that resolved to change them; and

Prescribed Penalty: Half reaffiliation grant.

(f) confirmation that the club is up to date with, and will comply with, its external reporting obligations to the Victorian Registrar of Incorporated Associations and the ACNC, as applicable; and

Prescribed Penalty: Meeting between a club office-bearer and an Executive member.

(g) a signed declaration that the club and its representatives will comply with—

(i) the club constitution and its schedules, and

(ii) the C&S Constitution and its schedules, and

(iii) directions of C&S; and

Prescribed Penalty: Disaffiliation.

(h) any other information required by the Executive.

Prescribed Penalty: Half reaffiliation grant.

(2) Despite paragraph (1)(c), a new club—

(a) whose IGM was held on or before 30 June of the year before the reaffiliation year, must submit evidence of at least 2 distinct activities; or

(b) whose IGM was held on or after 1 July of the year before the reaffiliation year, is not required to submit evidence of distinct activities.

(3) An activity that is social in nature is acceptable under paragraph (1)(c) only if it also advances the education of students or another charitable purpose of the club.

(4) Where a club would otherwise receive 2 or more penalties reducing the reaffiliation grant in relation to the same reaffiliation pack, it is instead taken to have received a penalty of no reaffiliation grant.

29 Initial Assessment

(1) A reaffiliation pack must be assessed by a C&S office-bearer as soon as practicable after submission.

(2) The assessor must, if practicable, verify for each club that—

(a) information has been submitted as required by clause 28; and

(b) the club office-bearers and other club committee members have completed the required training; and

(c) the club successfully organised the required number of distinct activities in the year before the reaffiliation year; and

(d) a resolution of the club committee approved any membership fees that differ from those of the year before the reaffiliation year; and

(e) if applicable, the club is up to date with its external reporting obligations to the Victorian Registrar of Incorporated Associations and the ACNC.

(3) The assessor may verify a club's activities against information generally available to the club's members, including social media and newsletters, and against other information available to C&S.

(4) The assessor may delay assessment of a club's reaffiliation pack to seek further information or clarification from that club.

30 Resubmission

(1) The assessor must request resubmission of a club's reaffiliation pack, either in part or in full, if the pack—

(a) does not meet the requirements of clause 28; or

(b) does not satisfy the assessor of a matter in subclause 29(2).

(2) The assessor must give the club email notice of the request for resubmission that states—

(a) the reasons for the request, and

(b) the resubmission period and process for resubmission.

(3) The resubmission period ends 14 days after the notice is given.

31 Reassessment

(1) As soon as practicable after the resubmission period ends, the assessor must reassess the reaffiliation pack under subclause 29(2) based on the information that has been given.

(2) The prescribed penalties in subclause 28(1) apply to a reaffiliation pack as it stands when it is reassessed or, if no resubmission is requested, when it is first assessed.

(3) The Executive must not impose a penalty on a club only because its reaffiliation pack was reassessed.

PART 4 — MEMBERSHIPS

Division 1 — Administration

32 Platform

(1) Each club must use the platform approved by the Executive for registering all of its memberships.

(2) In exceptional circumstances, the Executive may allow a non-financially affiliated club to register and manage its memberships through a platform that is not the C&S membership platform.

(3) A club that does not use the C&S membership platform must submit its register of members to the Executive within 14 days after being given notice of a direction by the Executive to do so.

Prescribed Penalty: Disaffiliation.

Division 2 — Fees

33 Setting Annual Fees

(1) The annual membership fee of a financially affiliated club must be at least $2.

(2) A club committee must by resolution set the annual membership fee for the coming year at a committee meeting held—

(a) before the club submits its reaffiliation pack; or

(b) during a period set by the Executive.

(3) If a club does not give notice to the Executive of new membership fees, its fees remain as last notified, subject to the minimum fee under subclause (1).

(4) Despite subclause (1), with the approval of the Executive in exceptional circumstances, a club may offer free membership to—

(a) students enrolled in a particular course of study, with the agreement of the relevant faculty of the University; or

(b) students living in a particular student residence, with the agreement of the residence.

(5) This clause does not apply to a club that uses a membership platform other than the C&S membership platform under subclause 32(2).

34 Altering Fees

(1) A club committee may by resolution set a reduced annual fee for members joining on or after 1 July of a year, if—

(a) the club, if financially affiliated, charges differential pricing as required by clause 35; and

(b) notice is given to the Executive on or before the third Monday in July.

(2) Despite subclause 33(1), a reduced fee of a financially affiliated club must be at least $1.

(3) In exceptional circumstances, the Executive may allow a club to change its annual membership fee at any other time.

35 Differential Pricing

(1) A financially affiliated club must charge, in addition to the annual membership fee it charges a student, a surcharge of at least—

(a) $3 for all persons who are not students and who—

(i) are students of the University currently enrolled in a course located at a campus other than the Clayton campus; or

(ii) are employees of the University or its affiliates; and

(b) $8 for all other persons who are not students.

PART 5 — GENERAL

36 Registered Address

(1) The registered address of each club is the mailbox supplied for that club at 21 Chancellors Walk, Clayton.

(2) A club may choose a different registered address, if that address is located within a campus of the University.

(3) A club that chooses a different registered address under subclause (2) must give notice to the Executive of its new address as soon as practicable.

SCHEDULE 1 — STANDING DELEGATIONS

Regulation	Thing Delegated	Delegate
Division 1 of Part 3	Function of managing the affiliation levels of clubs.	C&S staff members.
19(1)	Function of providing non-financial entitlements.	
19(2)		
19(3)	Function of providing financial entitlements.	*Refer to the C&S Grants Regulations.*
19(4)		
23	Function of managing club office-bearer details.	C&S staff members.
23(2)	Power to direct a club to give the details of its office-bearers.	
26(4)	Duty to publish the required training on the C&S website.	
27(4)	Duty to give clubs the reaffiliation pack and related information.	
Part 4	Function of managing the C&S membership platform.	
32(3)	Power to direct a club to submit its register of members.	
36(3)	Function of recording a club's registered address.	

Notes:

(1) Where a thing is delegated to all C&S staff members, any C&S staff member may give effect to that delegation individually or collectively with other C&S staff members.

(2) Any delegated power may also be exercised by the Executive.

SCHEDULE 2 — TRANSITIONAL PROVISIONS

1 Interpretation

(1) In this Schedule—

(a) ***commencement day*** means 18 November 2026;

(b) ***previous regulations*** means these Regulations as in force immediately before the commencement day.

2 Applications in Progress

(1) Part 2 of the previous regulations continues to apply, and Part 2 of these Regulations does not apply, to an application to start a club submitted before the commencement day.

3 Levels of Affiliation

(1) A club that, immediately before the commencement day—

(a) had full affiliation under the previous regulations is financially affiliated; or

(b) had associate affiliation under the previous regulations is financially affiliated and is taken to be serving 1 penalty of demotion; or

(c) had probationary affiliation under the previous regulations is financially affiliated and is taken to be serving 2 concurrent penalties of demotion; or

(d) was non-financially affiliated under the previous regulations is non-financially affiliated.

(2) A penalty of demotion that a club is taken to be serving under subclause (1) replaces the corresponding penalty imposed under the previous regulations and ends on the day on which that penalty would have ended.

4 Reaffiliation

(1) Subclause 27(4) is satisfied for the 2027 reaffiliation year if the notice and forms are given as soon as practicable after the commencement day.

(2) For the purposes of paragraph 28(1)(c), an activity that took place in 2026 is acceptable if it would have been accepted under the previous regulations.

5 Membership Fees

(1) Subclause 33(1) and clause 35 apply to memberships that start on or after 1 January 2027.

(2) Clause 32 of the previous regulations continues to apply to memberships that start before 1 January 2027.

(3) A financially affiliated club whose last notified annual membership fee before 1 January 2027 is less than $2 is taken to have set a fee of $2 for memberships that start on or after that day.

(4) A fee the club committee sets under clause 33 replaces the fee under subclause (3).

(5) Subclause (3) does not affect free memberships offered under subclause 33(4).

6 Automatic Repeal

(1) This Schedule and references to it in the table of contents are automatically deleted on 31 December 2027.