UNIVERSITY OF NEWCASTLE STUDENTS' ASSOCIATION

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CHAPTER 1

CODE OF CONDUCT

At UNSA, we believe that student clubs and societies are the beating heart of student life.

University is about so much more than lectures, assignments and getting a degree. For most of you, your time at university is your first attempt at 'adulting' – exploring who are you, discovering your passions, learning how to cook something other than two-minute noodles, and making real, lasting friendships based on mutual interests and ideas.

Student clubs and societies are easily the best way to do this. They allow you to seek new experiences, dabble in just about anything you want to try your hand at, or find an instant community of like-minded peeps. When you look back at your time at university, it's not your lectures you'll remember; it's the time you caught the golden snitch. The time you won your first poker tournament, danced the salsa, or learnt how to say, "I love you," in sign language.

In short: Student clubs are the best part of *being* a student.

To ensure that all student clubs are welcoming and inclusive and are run in the best interests of their members, we require that all UNSA-affiliated clubs and societies comply with the following **Code of Conduct.**

1. Membership should be open to all UON students.
2. Clubs and their members must abide by the **University's Code of Conduct**, which supersedes all UNSA policies and guidelines.
3. All club Executive members must be current University of Newcastle students. Clubs must always be student-governed and student-led. Clubs should avoid undue influence from external (that is, non-student) bodies, groups and organisations.
4. Clubs and their members must not profit financially (nor acquire personal assets, excluding merchandise) through a club's events and activities, or from other members.
5. Clubs and members must act to be inclusive, act appropriately, responsibly, ethically, safely and with integrity. UNSA will not tolerate clubs acting in a discriminatory fashion. Discrimination is treating someone unfavourably due to a personal characteristic protected by the law. Behaviour that is discriminatory is considered a breach of the Student Code of Conduct. **Please read more about this in Chapter 9.**

6. Clubs must promote a respectful and collaborative University, in line with the University's Diversity and Inclusiveness Policy.
7. Clubs must not tolerate bigoted or harmful behaviour. **Please read more about this in Chapter 9.**
8. Clubs and their members must behave and communicate in a manner that does not offend, degrade, or humiliate.
9. Clubs and their members must show consideration for the property of the University, UNSA, and each other.
10. Clubs must not tolerate drunk and disorderly behaviour that interrupts its events or otherwise adversely affects their members or other people. Any member found to be contravening this clause will be asked to leave the event, and the club's Executive Committee may resolve to suspend or expel a member from the club.
11. Clubs (and student reps) should seek to actively form respectful relationships with relevant parties at the University. Some examples would be: our academic clubs are expected to liaise with the appropriate schools, sporting clubs with NuSport, faith-based clubs with the University Chaplaincy and our equity collectives all engage with key University stakeholders.
12. All clubs must abide by UNSA's strict 'no roving' policy.
13. UNSA has a zero-tolerance policy for bullying. Clubs should seek to do no harm through their actions, and to not abuse their members' trust.
14. In addition to their members, clubs must also act in the best interests of UNSA and the University. Your actions reflect as much on us as they do on you. Be a good human.

Final point: If you believe a club or club member has breached this code of conduct – please see **Chapter 10 Clubs Complaint Section.**

CHAPTER 2

DEFINITIONS

Affiliation	The general and financial support arrangement between the club and UNSA
Bully	Repetitive behaviour that intends to cause physical, social or psychological harm
Club	A club or society that has chosen to affiliate with UNSA
Clubs Portal/Clubs Directory	The Clubs and Societies section of UNSA's website, through which Executive Committees can communicate with students and members
Constitution	A document of fundamental principles outlining how a club is to be run, that all club members agree to uphold
Convenor	A person who has convened or created the club, also referred to as the President
Disaffiliation	The act of formally ending a club's official connection with UNSA
Discrimination	The unjust or prejudicial treatment of a person, especially on the grounds of race, age, sex, sexuality, family status, religion, or disability
Dissolution	The act of formally ending or concluding the club
Executive Committee	The elected representatives of the Club, all of whom must be current students at the University
Grievance	An official statement of complaint over something believed to be wrong or unfair

Harassment	Behaviour that demeans, humiliates, intimidates, or embarrasses a person, or places undue pressure on that person
Quorum	The minimum number of members of a club that must be present to validate a meeting
Social Media	Websites and applications that enable users to create and share content and to participate in social networking
SSAF	The Student Services and Amenities Fee, a compulsory fee charged to students to fund non-academic services and activities at the University
Student	A person currently enrolled at the University of Newcastle
The University or UON	The University of Newcastle
UNSA	The University of Newcastle Students' Association
Victimisation	Where a person is treated unfairly because they have made a complaint, or intend to make a complaint

CHAPTER 3

KEY DATES

January 1	New financial year for re-affiliated clubs Newly elected Executive members commence in their roles
February 1	If your club wishes to participate at O-Week you need to be either in the process of being re-affiliated with UNSA or be re-affiliated by February 1
Mid-February	O-Week
Late March	Clubs Expo
November 15	Deadline for funding approval for summer holidays events
November 30	Receipts and financial reporting due Clubs are invited to re-affiliate for the following year
December 31	End of financial year for clubs Current Executive members' term ends

CHAPTER 4

STARTING / RUNNING A CLUB

Essentials

- A club must have no fewer than 10 student members at any time.
- Before affiliation, a club must hold a meeting to develop/vote on its Constitution – this is your Inaugural General Meeting (for more info see the Meetings chapter). [see UNSA Club Constitution Template]
- To affiliate with UNSA, a club should then submit its Constitution and an UNSA Club Affiliation Form.
- University of Newcastle students must comprise at least 75% of the club's membership at all times.
- A club must have at least a President and Treasurer, and additional roles depending on its size.
- A club's aims, objectives, events and activities must be inclusive of all students who wish to join (in good faith).

a. Starting a Club

Before starting a club, you should check the club directory on our website to see if a similar club already exists. If so, problem solved! Click the button to join. Each club needs to have a standalone identity and therefore cannot mimic UNSA or another already established club.

If not, the first thing you'll need is nine other people with whom to start your club. If you have a great idea for a new club but are a few members short, get in touch with us; we can put a call out through our social media platforms and help with recruitment.

Once you have ten people on board, you need to hold an in person or online meeting (this meeting will be your Inaugural General Meeting) and develop a Constitution. A constitution is a legally-binding document for your club that formalises the conditions and rules of your club and your members – a rule book. You should not rush drawing-up your constitution without careful consideration of what is going into it. A well-written constitution can be of great use as it lets everyone know what the aims and objectives of the club are, and how to deal with any situations that may arise.

To help you get started, we have an **UNSA Club Constitution Template** that you can download from our website. Read below for more on your Clubs Constitution.

Once you have a Constitution in place, all you need to do is fill out an **UNSA Club Affiliation Form** and submit both to us at **unsa-clubs@newcastle.edu.au.** Your application will be assessed by our clubs team; once it's approved, you're officially an UNSA club! Yay!

If you have any questions or concerns about this process, don't hesitate to get in touch with us. We're here to help. 😊

b. Club's Constitution

All club's affiliating with UNSA are required to have a constitution.

UNSA provides a template that covers the basics for your club or society, which can be found under Starting/Running a Club Templates on our website.

Get to know the document, have a copy at meetings, and introduce new exec members to the document straight away. Discuss it in wider club meetings, ask questions and clarify what it means and how it should help guide your club. (If you find that the document no longer suits your direction, see the section below). The exec section should outline the responsibilities and roles and should be used to ensure that these are being filled. Similarly it reminds you of meeting and event requirements for the year.

It is up to you how much you use your constitution, but ultimately it is there to guide you.

If you wish to make changes to your constitution you will need to bring changes to the Annual General Meeting (AGM), or if it cannot wait, you will need to have a Special General Meeting (SGM). Ensure that other exec members and general club members have the opportunity to ask open questions. You may then vote in any changes you'd like to make. Once you've done this make sure to submit your constitutional changed to the UNSA Clubs Officer for approval. This is to just check that your changes are in line with the principles of the UNSA and the clubs code of conduct.

*Please note there are specific legislative requirements to change the constitution of an incorporated association.

c. Club's Aims and Objectives

As part of your constitution your club will need to decide on the clubs aims and objectives. As part of this you need to consider being inclusive; clubs are open to all University of Newcastle students (in good faith). You'll also need to consider how your club benefits students and what the purpose of your club is (aside from bringing students with a collective interest together). Make sure to describe what your club does, will you be having meetings, stalls, events?

Clubs are here to be welcoming to all students. At UNSA we are about building community and being inclusive. What can your club bring to the UON community? How can you make even one student's experience at university safe, fun, and memorable?

d. Affiliation

In general, UNSA stipulates a minimum standard that clubs must meet, including (but not limited to):

- that your club is run in a democratic fashion
- that all club finances are being used solely for the benefit of all club members – clubs cannot operate for financial gain
- the club must have a set of 'rules' that meet UNSA requirements. This is commonly referred to as the club's Constitution
- there are no other existing clubs, programs or initiatives which have a similar name aims and objectives, activities or purpose currently affiliated with UNSA
- once affiliated, the club must operate within the scope of the aims and objectives stated in its constitution

The affiliation process involves the club demonstrating to UNSA that they meet all the minimum requirements.

From time to time there may be a club that UNSA declines to affiliate. To provide oversight of this UNSA has established an Independent Review Panel.

The Independent Review Panel is comprised of the Associate Director Student Experience and Engagement, the Equity & Diversity Coordinator, and a representative from Campus Care. This Independent Panel will review appeals from clubs that have had their affiliation rejected. Both UNSA and the club would be entitled to make submissions to the panel before they meet. The panel would consider the submissions and make a formal recommendation to the UNSA Board. They would be able to share this recommendation with the club Executive and the University if required. The Independent Panel would only be able to make a recommendation and the final decision will still be made by the UNSA Board.

e. External affiliation, Sponsorship, Supports, Partnerships & Staff

UNSA appreciates many clubs will have a variety of stakeholders engaging with their club. UNSA requires a clear understanding of your club and its' operations, therefore UNSA needs to be advised of any; External affiliation, Sponsorship, Supports, Partnerships & Staff (either employed by your club or another entity or seconded to your club). We will need information relating to the nature, purpose and scope of these arrangements. Any External affiliation should be voted in by members and ideally be listed in your Constitution.

In the glossary please define External Affiliation as affiliation with any other entity that is not UNSA.

f. Benefits to Affiliation

While most clubs affiliate with UNSA primarily to receive SSAF funding for their activities [See *Chapter 6: Funding and Finances*], there are a range of other benefits to affiliation. For example:

- Our social media platforms and communications. For example the UNSA website, through which you can advertise and promote your events to all UNSA website users, and other student clubs
- Our student publication, **Opus Magazine**, has a wide readership and regularly profiles student clubs.
- We can print posters, flyers and other paper documents (A4 or A3) for you in our office.
- We have an in-house graphic designer who can produce logos or design elements for your club as needed. (Be sure to give us plenty of notice for these, as her workload may vary.)
- We can offer guidance or logistical advice on planning your events!
- Your events will be covered by the University's public liability insurance (provided they have been approved by UNSA).
- We have spaces available for clubs to book and support for booking university managed spaces.
- Qualify to have a stall at O-Week.
- Host one of the UNSA BBQs and have even more exposure to the wider student body!

g. Membership

75% of membership must be current University of Newcastle students. It is common practice for alumni, community members and non-students to be involved in clubs, but majority of membership must be students.

To determine how many active members a club has at any given time (for purposes of re-affiliation, funding approval, etc.), UNSA consults the User list contained within your club's page on our web directory. For this reason, it is critical that you have your members sign up to your club's page, to give an accurate indication of club membership.

Having your members sign up also confers a number of benefits – such as the ability to communicate with them quickly via email and SMS, the ability to share registration and feedback forms, and to receive detailed analytics on their interests and engagement. You are also welcome to continue tracking membership through any other documents and platforms you wish, as long as the list on your club's page is kept up to date.

It is up to the club whether you choose to charge a membership fee or not. Your membership can be totally free – that's your choice. If you want to charge – please specify this in your affiliation form. If charging a membership fee, you need to clearly articulate to people why they are being charged this money and what it's being used for.

If you have any questions about setting up Groups, signing up members or any other element of club page management, please don't hesitate to contact us.

h. Anything else I'll need?

Yes! In order to receive SSAF funding, your President and Treasurer will both need to complete an online **Generation Governance** course, and you'll also need to open a bank account in the club's name where funding can be deposited. See *Chapter 6: Funding and Finances* for more information.

While it isn't strictly necessary, we'd also encourage you to create a dedicated email address for club communications. This will help you avoid any loss in communication as your Executive members change over time. See *Chapter 7: Comms and Marketing* for more information.

i. Your Executive

A student club consists of its members (of which at least 75% must be University of Newcastle students) and an elected Executive Committee. All club Executive members must be enrolled University of Newcastle students.

Executive members should be elected at your club's Inaugural General Meeting or Annual General Meeting, to serve for the duration of the following calendar year (January 1 - December 31). If an Executive member resigns from their position at any point, that position may be opened to other

members as a casual vacancy until the next Annual General Meeting. Make sure any outgoing executives clearly explain the role, your clubs constitution and the UNSA's Code of Conduct to any incoming executives.

Your club must have a President and Treasurer regardless of its size, but as your club expands, you can and should create additional roles to maintain good governance (and better share responsibilities among members).

If you're unsure which roles you'll need for a larger club, we would recommend the following:

- A **Vice President** can offer assistance to your President and step into the role whenever they are unavailable.
- A **Secretary** can take minutes at meetings (and help plan them), and may also be in charge of moderating your club's communications or social media.

The Executive Committee is responsible for the management of the club, including its contracts and finances (for which they are personally liable). Executive members are also responsible for liaising with the UNSA Clubs Support Officer and attending all required annual meetings. When new members become part of the Executive, through yearly elections or casual vacancies, make sure you let us know.

j. Re-Affiliation

Applications for re-affiliation should be made before the end of the academic year for the next coming year. Once awarded affiliation status it shall stand until the end of the academic year (one calendar year), unless the affiliation status is revoked or suspended by UNSA.

Affiliation with UNSA expires on December 31 each year; re-affiliation should be completed by February 1. If your Club wishes to participate at O-Week you need to be either in the process of being re-affiliated with UNSA or be re-affiliated by February 1.

You should have all receipts and financial reporting to UNSA by November 30. If you wish to re-affiliate with UNSA, please let us know at this time. We recommend you affiliate with UNSA between November – January 31st.

You do not need to download and complete another UNSA Clubs Affiliation Form.

To re-affiliate, simply send the following through to UNSA-clubs@newcastle.edu.au:

1. A copy of your Annual General Meeting minutes – these should clearly show your President's Report, Treasurer's Report and election of your new executive
2. The contact details of your new executive
3. Your Annual Financial Statement – as presented by your treasurer at your AGM

4. Your completed Clubs & Societies Annual Plan template
5. Two completed Generation Governance certificates (for the new members of your executive)
6. A copy of UNSA Clubs Code of Conduct which is signed by the incoming President.
7. Your updated Constitution (if any changes have been made)

We look forward to having you with us for another year! 😊

k. Incorporated vs. Unincorporated Clubs

When an entity (such as UNSA) becomes incorporated, it exists as a legal entity separate to its members. This means that individual members are not legally liable. Student clubs, however, are *unincorporated* associations by default; that is to say, your club does *not* exist as its own legal entity, so it cannot be sued – individual students within it can.

In the unlikely event, then, that something serious occurs at a club meeting or event – such as injury or harassment – then you as an individual may be subject to legal consequences. This is another reason why you need written approval for all events from UNSA and Clubs.Covid: because without it, you have no other protection should anything go terribly wrong.

Becoming an incorporated entity involves submitting an application to ASIC. **Click this link for more information.** We do not ordinarily require our clubs to become incorporated as part of their affiliation – but if your club has sufficient size (hundreds of members) or wealth (roughly $100,000 or more), we would strongly recommend that you consider it to protect yourselves as Executive members.

These UNSA Club Guidelines are written specifically for unincorporated clubs; if you are incorporated, there may be significant changes to your governance, procedural and reporting requirements.

CHAPTER 5

MEETINGS

Essentials

- 'Quorum' is the minimum number of members required to validate your meeting. For Annual General Meetings (AGMs), this is 15 members or 30% of members, whichever is lower. For Executive Meetings, at least 50% of the Committee must be present to reach quorum.
- You can still have a meeting without quorum (unless it's an AGM or IGM), but no major voting decisions can be made.
- At every meeting, at least 50% of attendees must be students.
- Most clubs will have an annual general meeting as the largest meeting of the year, and other meetings are usually general meetings.
- A club must give both UNSA and its members at least two weeks' notice before its Annual General Meeting. Notice must include an agenda for the meeting and any accompanying documents to be presented.
- A club must give both UNSA and its members at least one weeks' notice before a general meeting. Notice must include an agenda for the meeting and any accompanying documents to be presented.
- Minutes must be recorded, kept and distributed to members after the meeting by the Secretary (or equivalent Executive member). Meeting minutes are an important record of what was discussed and how decisions were made.
- Only current University of Newcastle students are voting members.

Meetings are critical to the operation of your club and must be held at regular intervals throughout the year to meet the requirements for affiliation with UNSA. There are **Meeting Notice, Meeting Agenda and Meeting Minutes templates** attached to this section that may assist you in running and documenting your club meetings.

a. Inaugural General Meeting (IGM)

Before a club can be affiliated with UNSA, it should hold an Inaugural General Meeting to bring together its members, elect its Executive Committee, vote on its Constitution and set goals for the year. It is important that you follow a democratic process and put all major decisions to a vote.

After your IGM, please send the following documents to UNSA:

- Meeting minutes
- Attendance record
- Executive contact details
- Club Constitution
- Affiliation Form
- Bank details, and
- Membership fee (if applicable)

b. Annual General Meeting (AGM)

One AGM must be held each year, and all members of the club must be invited. Club members and UNSA must both be given at least two weeks' notice of your AGM.

At least 15 general members or 30% of members (whichever is lower) and 75% of the Executive Committee must be present to reach quorum.

It is the responsibility of each Executive Member to submit their report to the President, who will then compile them into the Annual Report, and present it to the club at each AGM. This will help to provide an overview to new members, and deliver a smooth handover to new Executives.

The agenda for the AGM should include:

- Confirmation of the previous AGM's minutes
- Reports from the Executive Committee
- A report on the club's activities since the last meeting
- Presentation of financial accounts and use of the budget
- Amendments to the Constitution if applicable
- Voting for the new Executive Committee

- General business

Minutes must be taken by the Treasurer or Secretary and distributed to all club members (and the UNSA Clubs Support Officer) within seven days. After the AGM, contact details for all newly elected Executive members must be forwarded to UNSA.

What if we don't reach quorum?

- If you have not reached quorum by 30 minutes into the scheduled meeting time, the meeting must be adjourned for one week. At the subsequent meeting, if quorum is not met again, the members present will be considered enough to proceed with the business of the meeting.

c. General Meetings

General Meetings are called to discuss general business, allow members to vote on issues, and provide an update on the running of the club. At least 15 general members or 30% of members (whichever is lower) and 75% of the Executive Committee must be present to reach quorum.

The Agenda for a General Meeting should include:

- Confirmation of the previous meeting's minutes
- General updates from the President and Treasurer
- An update on the club's activities since the last meeting
- Motions to fill casual positions on the Executive Committee if applicable
- General business

UNSA may request your General Meeting minutes.

Extraordinary General Meetings may also be called as necessary to discuss special issues (such as changing the name, amending the Constitution or dissolving the club).

d. Executive Committee Meetings

Executive meetings are meetings of the Executive members only, and are held for the purposes of planning for the club, reviewing how things have been going throughout the year, and making decisions on behalf of the club. At least 50% of the Executive must be present to reach quorum.

All financial actions must be voted on by the Executive Committee, and minutes must be distributed to the Executive after the meeting is concluded.

e. Tips for a successful meeting!

- Remember that meetings are not for discussions, they are for decisions – so having a meeting structure is essential to ensure that the meeting runs smoothly and that no time is wasted. We have attached some meeting and minutes templates to this section.
- UNSA suggests setting out a meeting schedule at the beginning of each year or semester.

Have an agenda

- An agenda is the roadmap for your meeting – it prepares members for what will be discussed.
- Try to be as specific as possible, to keep the meeting on track!

Use motions

- Motions are used to put major decisions to a vote.
- A motion is first proposed, or 'moved', by a member in favour of it. It is then 'seconded' by another member to confirm that there is enough support for the motion to warrant group discussion. Once moved and seconded, the motion can be debated and then voted on by the group. If a majority of members vote in favour, the motion is 'passed' and enacted. If not, the motion is rejected.

Record minutes

- Meeting minutes should be taken by the Treasurer or Secretary and circulated to members after the meeting. It is important to maintain an accurate record of attendance to show that quorum was met and democratic processes followed.
- Meeting minutes should be kept and archived through the UNSA website.

Location of the meeting

- You can hold your meetings in-person, online, or both – whatever is most suitable for your members.
- We suggest holding the meeting on campus: it is open to students, easy to access, and Zoom-enabled club spaces can be booked through the UNSA portal.

- Online meetings should be run in the same way as regular in-person meetings.
- UNSA does not recommend recording your Zoom Meetings. If you wish to record your meeting, every single person must be informed that they are being recorded and must give their consent to be recorded.
- If you are hosting an online meeting, it is a good idea for everyone to have their cameras on – it will foster a greater sense of connection within the group, and make the meeting feel more engaging!

CHAPTER 6

FUNDING AND FINANCES

Essentials

- All club funds and assets belong to the club, not to any individual members
- All club funds, whether allocated by SSAF or raised through other means, must be spent in pursuit of the club's aims and objectives
- Funding requests, along with your Event Plan, must be submitted to unsa-clubs@newcastle.edu.au and clubs.covid@newcastle.edu.au at least three weeks prior to an event. Plans for larger events, or events held off campus, must be submitted with a lot more notice.
- Funding must be approved by UNSA before money is spent.
- Funds must be approved in advance; clubs may only be reimbursed under exceptional circumstances at UNSA's discretion.
- Clubs must create a designated bank account for all funding, with at least two signatories from the Executive.
- Clubs must have complete financial transparency. All club Treasurers must submit an Annual Financial Statement to UNSA each year, and present this at the AGM.
- All records of income and expenditure must be kept.
- The financial year, for club reporting purposes, is January 1 - December 31.
- Clubs must comply with auditing if requested by UNSA.
- Clubs may collect money in other ways (eg. through membership fees or fundraising), but this must be spent for the intended purpose as voted on during a club meeting (see below).
- Financial mismanagement will be taken very seriously.

a. General

Although the Treasurer is responsible for general financial oversight, the whole of the Executive Committee is ultimately responsible for the financial management of the club. It is important to remember that all club funds and assets belong to the club as a whole, not to any individual members (including Executives).

Club funding is allocated as part of the **Student Services and Amenities Fee (SSAF)** paid by students each year. As this is public money, it must be spent to benefit the students who pay it, including to

promote the aims and objectives of student clubs! For more information about SSAF, you can read the **Australian Government's SSAF Guidelines**, or the **University's SSAF information page** (which outlines where your SSAF fee goes each year).

All applications for funding must be approved at a club meeting before being submitted to UNSA. It is a good idea to decide on the budget and funding needs of the club at your AGM, so that all members can vote and participate!

b. Applying for Funding

Set up your bank account

Before receiving funding, the Club must create a separate bank account with two Executive signatories – one of whom must be the Treasurer. The bank account must be opened under the clubs name – it cannot be opened under someone's name e.g. *The Floral Club* is allowed, *John Smith's Bank Account* is not allowed.

To receive funding, at least two Executive members must have completed the **Generation Governance** training course, and sent their certificates through to unsa-clubs@newcastle.edu.au

Submit a funding application to the Clubs Support Officer

Access the Event Plan and SSAF funding application template through the Club Resources page on the UNSA website. When filling out the application, include as much detail as possible for the event or activity – this will make it easier for the Clubs Officer to see how you will be spending the money, and reduces the likelihood of the Clubs Officer needing to contact you for more details.

The deadline for funding applications is **at minimum three weeks** before the date of the event or activity – and longer if your event is larger, or will be held off campus. This allows the Clubs Officer time to carefully review your application, and ask for more information if needed. If your funding is approved, it will then be sent to our bookkeeper – who only pays invoices fortnightly. Because of this process, we need plenty of time and notice to make sure that you have your money before your event!

Funding applications must be submitted and approved before any club funding is spent. Spending must be broken down into student and non-student attendees, with ticketing for non-student members to ensure SSAF money is spent on students.

UNSA will reimburse clubs only under certain circumstances – for example: if your club were to host a movie and pizza night and you had 15 club members register and 20 showed up, UNSA may reimburse you for the cost of buying extra pizza if you have all the correct receipts. Please don't expect UNSA to reimburse you – reimbursement is done on case by case basis.

Things that SSAF funding can be spent on

SSAF funding may only be spent to promote the aims and objectives of the club as a whole. No funds, property or income should ever be transferred or distributed directly or indirectly to members.

Things that funding can be spent on include:

- Events and activities – including venue hire, catering, equipment hire, entertainment, cleaning, security, and O-Week activities
- Marketing and promotions – including graphic design, merchandise and prizes, printing, posters, and banners
- Equipment for club use – including board games, club t-shirts, informal sporting equipment and merchandise
- Club member development – including training and conferences for club members and executives, and providing career or employment advice
- Food – including items for a barbeque, catering for events, or treats to hand out at O-Week.

Single item purchases of more than $100 – for example, a $360 X-Box for Gamers Club – must be included in a club asset register in your Financial Journal Template on our Club Resources website page.

Political/ Activist Clubs can request funding for social activities that are not based on political activities. For example, a movie night, a picnic or BBQ. For the funding of social activities, please fill out the Event Approval Form and send this through to unsa-clubs@newcastle.edu.au

Things that SSAF funding cannot be spent on

The NSW Government has also placed limits on the things that SSAF money can be spent on. UNSA will not approve funding for:

- Cash prizes
- Events that are not open to the entire membership of the club, or the wider student body
- Any activities that bully, harass or discriminate against any person or group
- **Funds cannot be used to support or raise funds for a political party, candidate or the election of a politician**
- Events that do not comply with RSA legislation
- Events held in private homes

- Events or activities that are illegal, or do not comply with University of Newcastle or UNSA policies or SSAF rules
- Membership or affiliation fees with external organisations
- Anything that confers a personal benefit on an individual member (such as private transport, or equipment that will become private property of a member)
- Alcohol

UNSA has complete discretion over whether to approve or reject funding, however we will always try to work with your club to ensure that your events and activities are funded wherever possible. If UNSA rejects your application, they will give reasons and offer suggestions for adjustment.

c. Other Funding

UNSA welcomes and encourages your club to raise funds in other ways!

Membership fees may be set at the discretion of the club, but they must apply equally to all members, and UNSA must be notified of this fee. All membership fees must be collected through the UNSA Clubs Portal on the website.

The club may also employ fundraising techniques such as raffles, sale of merchandise, or collection of donations. Because this money is being donated by people with the expectation that it will be spent on specific purposes, financial accountability is especially important. This money should always be spent on the purposes it was raised for – whether that be club events, or fundraising for a charity.

We also encourage you to seek sponsorship from companies or organisations whose objectives align with that of your club. Just remember that while an organisation can sponsor you for an event or initiative, they cannot determine what you do with that money – that is for your club members to decide!

d. Financial Accountability

If SSAF funding is acquired for a purchase or event, this money must be spent on the purpose that it was approved for. If you find that you have surplus funds after the purchase, these funds must be transferred back to UNSA. Transferring back excess funds shows UNSA that you are committed to transparency in your financial dealings, and builds rapport and trust between your club and UNSA.

On the Club Resources website page, you will find a **Financial Journal Template,** which will help you to keep track of all income and expenditure. Within this, there is a template for your Annual Financial Statement, which must be submitted to UNSA at the end of each year and presented to your club at the AGM.

Throughout the year, the Club Treasurer must keep a record of all receipts, tax invoices, and bank statements, and submit these along with the Financial Statement. Receipts and expenditure for each event must also be submitted to the Clubs Support Officer within 14 days of an event.

It is a good idea to always pay with a bank card instead of cash, so that your bank statements will indicate exactly where the money has gone. This will safeguard your club from "missing money".

UNSA is entitled to view the Club's financial records, and may request an external audit. If requested, you will have two weeks to provide your bank statements, financial journal, and **Assets Register** to unsa-clubs@newcastle.edu.au

e. Misuse of Funds

Financial misuse can be categorised into two groups – mismanagement, and serious misconduct. **Mismanagement** implies a failure to satisfactorily adhere to governance and financial requirements, while **serious misconduct** implies an active and deliberate misuse of funds (eg. delivering benefits directly to an individual member), or wilful action to disregard governance requirements and directions.

Any financial misuse will be taken very seriously. Consequences may include:

- Disaffiliation from UNSA
- Non-academic misconduct mark from the University, that will remain on your University record and transcript
- Disciplinary action under the UNSA Constitution
- Potential criminal or civil liability

f. Winding Up

If the club or society is dissolved or winds up, the bank account must be closed and all SSAF-acquired funds transferred back to UNSA. Any assets or equipment purchased with SSAF funding must also be transferred back to UNSA.

If the club has raised revenue through membership fees or fundraising, the club may decide to donate this money to an eligible charity. It should be noted that UNSA is a registered charity – and it is recommended that your funds be donated to UNSA, so it can benefit all University of Newcastle students. This decision must be proposed and voted on at a Special General Meeting. At no point should any funding be transferred or distributed, directly or indirectly, to individual club members upon winding up.

If the club has incurred debts, the Executive will be personally responsible for paying them. UNSA will not cover any losses or debt that the club has accumulated.

CHAPTER 7

COMMS AND MARKETING

Do's	Don'ts
• Communicate with club members through the UNSA website! More informal club communication can be done through channels, such as email, Facebook groups, or Messenger • Respect the privacy and confidentiality of your members • Make sure that all membership and Executive details are kept up-to-date in the Clubs Directory • Have regular communication with UNSA • Use social media to promote your club • Respect copyright, fair use and intellectual property • Communicate in a way free from discrimination, bullying or harassment • Create your own logo and club banner • Use the UNSA logo in your marketing, and use UNSA's social media and communication channels to promote your club	• Use social media in a way that brings UNSA, the club or the university into disrepute • Use social media to create, promote, endorse, or share defamatory or derogatory material • Use the University's logo in any marketing or promotions without permission

Effective communication is essential to the success of your club. In all communication, whether face-to-face or online, the **University's Code of Conduct** must be upheld. Club members must communicate in a way free from discrimination, bullying, or harassment, and must not use freedom of speech to defame, vilify, or incite violence against any person or group.

a. Communication with UNSA

- At the end of each year club execs must provide UNSA with a yearly report. The Annual Report is something that club executives should take pride in. It can be used to build a legacy for clubs and can be used to demonstrate your skills for future employers. The yearly report will contain:
    - Minutes from AGM
    - Your Annual Financial Statement
    - The contact details of your new executive
    - Your completed Clubs & Societies Annual Plan template
    - Your updated Constitution (if any changes have been made)
    - Two completed Generation Governance certificates (for members of your executive)
- Make sure you cc unsa-clubs@newcastle.edu.au on all communications with the University.

b. Communication with Members

- All club communication can be done through our new UNSA website! It is important that (at the least) your president and secretary have access to the UNSA website and therefore access to your clubs page, which you are in charge of managing (so get as creative as you wish!).
- It's very important that all club member details be kept private and confidential. Member details must only be accessible by the Executive Committee and the UNSA Staff, and must never be given, shared, or sold to any other person or group. This information may need to be shared with the university.
- If you choose to have a shared email address, accessible by all Executive Members, it is good to have an automatic response stating that it is a shared e-mail. For confidential, private or sensitive messages, direct them to the President or Treasurer's e-mail address. At the start of each year, please record who has access to your clubs e-mail inbox.
- The Treasurer should be cc'ed on any emails that include receipts, or have to do with club finances.

c. Handover

- It is the responsibility of all outgoing Executive Members to provide a detailed handover to new Executive Members, using the UNSA Handover template

- It is also helpful to include suggestions for the upcoming year – tips on running events, information about what works well and what doesn't, and useful contacts that you found throughout the year. A comprehensive handover will encourage and reassure the new Executive Member, and make sure that your club lives a long and happy life!

d. Social Media

- Online platforms are a great way to stay connected with your Club, to share ideas and resources, and to host meetings. Social media can also be a fantastic tool for self-promotion and marketing.
- The University's ***Social Media Communication Policy*** should always be adhered to when using social media to promote your club and communicate with club members.
- When using social media, club members must act in good faith and aim to uphold the good reputation of the University, the club, and UNSA. Clubs and club members must not create, promote, endorse, or share defamatory or derogatory material.

Club members or Executives who use email or media to harass, offend, intimidate, threaten, or humiliate another person or group may be subject to disciplinary action.

Cyberbullying can be reported to the police, and in some circumstances may carry criminal consequences. Members or Executives who post or share false or misleading comments about another person may also be personally liable for defamation.

a. Marketing and Promotions

- Clubs must respect copyright and fair dealing, and always be mindful of the intellectual property of others. For example, if a club wishes to use the University's logo, they should contact the University's Communications Creative Services Team here.
- All club marketing materials must clearly show which club created them.
- If you need help with advertising, UNSA is happy to help promote your event or activity through our media channels – including in OPUS magazine, through our website and mailing list, and on our social media pages.

- UNSA can also help by printing posters, flyers and banners – just reach out to our Clubs Officer and we will put you in touch with the right people!

f. O-Week!

O-Week is one of the most important days of the year for your club! It's an opportunity to show off your club to all new students, and bump up your membership numbers for the coming year. Make sure you have an easy way for members to sign up – via a tablet, QR Code or on a good old printed sign-up sheet. We recommend doing this electronically to avoid double handling.

To apply for a stall at O-Week, your club must be affiliated with UNSA by 1st February each year. It's best to start planning for this early so that you have all your ducks in a row by the time O-Week rolls around.

Your stall is the first time many students will hear about your club, so try to make it fun and eye-catching! You may even want to have an up-coming event to help bring more members in, or sell some of your club merchandise. Food is also a good incentive to join a club (did someone say free cupcake with membership sign up?).

Remember that UNSA can help with printing signs and pamphlets, and even help organise a banner or flag – just make sure you give us plenty of notice.

g. Tips for online marketing/communication

Your online platform is like a snapshot into your club, so it is important to brand your club well.

- It is a great idea to have one Executive member (for example, your Secretary) be in charge of your social media and marketing presence to keep tone consistent.
- UNSA has an in-house graphic designer, who can help you to create a logo or colour scheme to help keep your branding consistent and identifiable!
- Try to avoid spamming on your social media platforms.
- Finally, remember that social media is supposed to be fun and engaging! Your social media is often the first point of contact for your club, so use it to draw people in. Instead of simply broadcasting information, try to provide opportunities for engagement with your audience through polls, pictures, or questions.
- QR codes are also a fantastic way to link in-person and online marketing. For example, you can use QR codes at O-Week or at your events that enable members to join up, or register for events.

h. Tips for in-person marketing

- Posters and flyers are another great way to promote your club, as they are visible to all students on campus – not just those who are active online. Paper marketing (such as flyers, posters, or banners) can reach a range of students who you wouldn't usually have contact with.
- Flyers can only be distributed from your stall at O-Week or other events– it is a student's choice whether they engage with your club. It is not appropriate to approach students unsolicited.
- You can advertise your club on the designated student posters boards around the University, and contact us if you would like your poster hung in the clip frames in the Shortland Building or Bar on the Hill.
- If you want to advertise on sandwich boards, make sure you contact Infrastructure Facilities Services on 16500@newcastle.edu.au to find out where these can be placed on campus.
- The most effective way to advertise your club is to host fun, engaging and visible events on campus!

CHAPTER 8

EVENTS AND ACTIVITIES

Essentials:

- For all events and activities, your club will need to complete a **Club Event Approval Form** and submit it to both UNSA (at unsa-clubs@newcastle.edu.au) and the University's COVID-19 Health and Safety team (at clubs.covid@newcastle.edu.au) for approval with at least three weeks' notice.
- Clubs (with the exception of political clubs; *See Chapter 1*) may apply for up to $2,000 in SSAF funding for their events and activities each year, subject to approval by UNSA.
- SSAF funding can only be used to benefit current University of Newcastle students.
- If you are preparing food yourself (rather than employing a caterer) you'll need to fill out a Food Safety Plan.
- You need to be currently affiliated with UNSA in order to run events- this is to ensure the club has insurance and that club executives aren't held personally liable as a result of injury or accidents caused by club activity.

a. How to run a club event

Meetings, communications and governance are all critical for the operation of a club, but events and activities are the true goal you're working towards. You're a group of students with a common interest, after all! You want to get together and do the things that you enjoy. And we want to help you!

Once you've come up with an event you want to run, the first thing to do is fill out a Club Event Approval Form and submit it to us at unsa-clubs@newcastle.edu.au. You'll need to include the following:

- **Details of the event (page 1).** These include the date/time, location, expected number of attendees, and an overview of what you'll be doing. These will all help us determine logistics (how you can book the room you want, for example), potential risks, and the amount of funding you may be eligible for (if you are seeking SSAF funding for the event).

  If you are seeking approval to run a series of events that are identical (a weekly group catchup with snacks, for example), you can seek approval for these in a single form. If the parameters are the same, approval for one is approval for all.

- **Funding request details (page 2).** Again, if applicable. You don't have to apply for funding for every event you run, but you do still need to submit a Club Event Approval Form – so if you're not seeking funding, just skip this page.

  If you *are* seeking funding, there's space to provide a list of expenses – food, beverages, equipment, venue hire, etc. – and how much you're requesting for each of these. Think about how many students you're expecting to attend: $7-10 per head is a good ballpark figure for nibbles and snacks, and $13-15 per head is reasonable for a sit-down meal.

  We're also more likely to approve your funding request if you've approached multiple vendors for each expense and received multiple quotes. SSAF funds are paid by all students at the University, and we have a duty to ensure they're spent wisely and with consideration. As SSAF funding can only used to benefit current UON students, UNSA may choose to approve a portion of your requested funding, rather than the full amount (based on the proportion of attendees who are current students).
- **A risk assessment (page 3).** For any club event you run, a risk assessment is critical. The form includes a set of steps on pages 5 and 6 that will help you identify any potential hazards in running your event, the level of risk they present, and how to mitigate/avoid them. Fill out the table with these; you do not need to include COVID-19 safety considerations, as these are outlined specifically on the following page.
- **A COVID-19 risk assessment (page 4).** While it appears that COVID-19 safety restrictions in NSW are gradually easing, the University of Newcastle still follows a number of essential health and safety regulations that all club events must adhere to. On this page, check the box beside each safety requirement that you have fulfilled (or will fulfil in advance of the event). Include any relevant notes.

Depending on your event, you may also be required to complete the following:

- **A Food Safety Plan.** If you are preparing food yourself (rather than employing a caterer), please fill out a Food Safety Plan and submit this with your application for approval. This plan will ensure that there are no additional risks to your event due to food handling.
- **COVID food course.** While it is no longer mandatory to do this course, we recommend to appoint one or two people to serve food. Those serving food can either do a **COVID Food Course** or read through the following two links:

https://www.foodauthority.nsw.gov.au/consumer/keeping-food-safe/charities-groups-and-volunteers and https://www.foodauthority.nsw.gov.au/sites/default/files/_Documents/retailfactsheets/health_hygiene_of_food_handlers.pdf

- **Left over SSAF Funding.** If you have any SSAF funding left over from the event, please hold a meeting where the club can determine how to put this money to good use. Send through your proposal to UNSA. It is at UNSA's discretion whether the SSAF money stays in your accounts or is to be transferred back to UNSA.

b. Make sure you have approval from *Clubs.Covid!*

To ensure all club events on campus are COVID-safe, Student Central has established a point of contact, clubs.covid@newcastle.edu.au, for clubs to get specific health and safety approval from the Health Response team.

Once you have completed your Club Event Approval Form and submitted it to us, you must also submit it to clubs.covid@newcastle.edu.au for approval. The Health Response team will let you know if there are COVID-related risks you have not considered, and what changes (if any) need to be made to your activities to make them safe.

You must receive written approval of your event from both UNSA and Health Response before it can proceed. Without written approval, your event will not be covered by the University's liability insurance, which means that the club's executive will itself be liable if something goes wrong.

c. Booking a space on campus for an event

Once your event has been approved by both UNSA and Clubs.Covid, the UNSA Clubs Support Officer will confirm your choice of venue (if it is a room/space on campus) and make a booking on your behalf. If your preferred room/space is unavailable, they will work with you to find a suitable alternative.

If you would particular furniture provided for your event as well (and arranged a certain way), you'll also need to illustrate these on a floor plan template **(see Templates).** Don't forget to specify any audio/visual equipment requirements you have as well.

d. Can we serve alcohol at club events?

Potentially, yes. But it depends on a variety of factors.

First of all: UNSA cannot provide SSAF funding for alcohol**.** If you wish to serve alcohol at your event, you will have to fund it via alternative means.

If your proposed event will be held on campus, it is best to hold it in a licensed venue, such as Bar on the Hill or Local Connections. For all other on-campus locations, you'll need written permission from the University's Venues and Events team (venuesandevents@newcastle.edu.au) as factors such as security and insurance will need to be considered.

For off-campus events – again, requirements will vary depending on the location. But in any case, you'll need to ensure that:

- All alcohol is served in accordance with RSA legislation.
- All alcohol is served and consumed in accordance with the University's **Alcohol and Other Drugs Policy.**
- All alcohol is advertised in accordance with the **ABAC Responsible Alcohol Marketing Code.**
- You do not advertise nor engage in excessive drinking (e.g. drinking games).
- You do not incentivise drinking (e.g. incredibly low prices, 'girls drink free', etc.)
- You do not encourage offensive behaviour.
- You do not encourage the consumption of higher-percentage alcohol.
- You do not appeal to minors (i.e. those under 18 years old).
- You do not suggest that alcohol will contribute to personal, sexual or business success.
- You also provide alcohol-free drinks and food to attendees.

e. No Roving Policy

UNSA has a strict 'no roving' policy. If you would like to hand out flyers or talk to students about your club's activities, this is the purpose of a club stall, and you are welcome to seek approval to run a stall as you would any other student event (using our **Club Event Approval Form**).

When running a stall, however, it is not appropriate to approach students who have not first shown a visible interest – by lingering, approaching you, engaging you in conversation, and so on. Everyone on campus has a right to move through communal spaces without being accosted by a club or group. You're more than welcome to engage with students and promote your club; just wait for them to show an interest first.

You are also welcome to attract interest passively by using posters and colourful signage, so that students who see your stall are immediately aware of who you are and what you do. (Remember that UNSA has printing facilities you can use!)

CHAPTER 9

HOW TO BE INCLUSIVE

Clubs must not encourage or tolerate bigoted, hateful, or discriminatory behaviour. Discrimination on the grounds of race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction, or social origin will not be tolerated.

a. What is discrimination?

In Australia, it is unlawful to treat someone unfairly based on protected attributes including age, disability, race, sex, intersex status, gender identity, sexual orientation, ethnic or ethno-religious background and political conviction. This applies to certain areas of public life, including in the context of university life and Clubs events. Australia's federal anti-discrimination laws are contained in the following legislation:

- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

b. Types of Discrimination

Direct discrimination is when someone is treated unfavourably because of a characteristic (refer to first paragraph) compared to someone who does not have that characteristic, in the same or similar circumstance. For example, it is direct discrimination to prohibit someone to join a Cultural Club on the basis that they are not of that culture.

Indirect discrimination is when a requirement or rule is applied equally to everyone but in effect disadvantages certain individuals over others. An example of this would be hosting an event in a public building that is only accessible by a set of stairs because people who use wheelchairs would be unable to enter.

c. Why should Club's be inclusive?

1. Diverse teams are more efficient – wouldn't life be boring if we were all the same?

2. Access to greater degrees of perspectives. Learn to listen, you may learn something new!

3. Allows people to feel included and valued, which will help achieve most Club's objectives

4. A greater mix of people = greater mix of ideas, experience, and skills

d. How can I make events more inclusive?

Here are a few simple ways you can increase inclusion within your Club:

1. Acknowledge the Traditional Custodians of the lands at the beginning of meetings and events

2. Ensure events do not clash with cultural holidays which would exclude people from attending.

3. Consider accessibility within your Club. For example: Do our events have wheelchair accessibility options? Can we provide transport options to and from events? What special considerations are available for those with reading impairments who apply for a Club Executive position?

4. Provide special consideration for individuals with English as a Second Language who submit a written application to become a Club Executive.

5. Use clear language and avoid slang that may be difficult to understand by all students.

Spend 2 minutes brainstorming with your Executives about ways you can promote diversity and be inclusive of everyone.

For example, your Club is planning on holding a lunch time social where members can socialise over food. You later find out that it is the Ramadan months, and many of your Muslim members are fasting. You might consider changing the event to include but not revolve around food, or simply change it to dinner instead.

Another example might be that your Club is deciding between two locations to hold your annual ball. The first venue has wheelchair access from the car park to the function hall, while the second venue will need to investigate alternative options that are currently unavailable. To ensure that all your members will be able to attend the ball, your Club can book the first venue instead.

e. What should I do if someone reports discriminatory behaviour at a Club event?

Please see Chapter 10 – Clubs Complaints Section.

CHAPTER 10

CLUBS COMPLAINTS SECTION

a. If you are a member of a club and have a complaint

If you are a member of a club, please talk to your club's president or someone on the executive you feel comfortable with. Please refer to the Clubs Constitution, and how this was breached (you can also refer to of UNSA or the University of Newcastle's Code of Conduct). If you are unable to resolve the issue internally, please get in touch with UNSA at unsa-clubs@newcastle.edu.au

b. If you are ***not*** a member of a club and have a complaint

Please raise your issue with the club's president. If they are unable to help resolve the issue/ complaint, please get in touch with UNSA at unsa-clubs@newcastle.edu.au. Please let us know which section of UNSA or the University of Newcastle's Code of Conduct the club/ club member has breached or let us know how you feel you have been mistreated by the club. An UNSA staff member will work through the issues with you.

If you are not a member of a club - Complaints about clubs – may feel you have not been well treated, matters that concern you and complaints

c. How to resolve an issue as an Executive

As a Club Executive, you automatically become the first point of contact for your members when things go south in Club-related events. Someone may come to you if they feel excluded or discriminated against, and you will need to assess the situation and approach it appropriately.

The first action to take is to intervene as a by-stander if you witness discriminatory behaviour at a Club event. It's normally best to catch this act or behaviour before it develops and therefore stop it in its track before it escalates. This also lets the person/s know that their action was inappropriate and that no one supports discriminatory behaviour at the event and will hopefully discourage them from taking it further.

You might need to sit down with the person to discuss the behaviour – they might not have considered what they said to be discrimination and most of the time a civil discussion can result in an apology and a more educated member of the community. If the issue arises at the fault of an external party (other members of the UON community including UON departments, other Clubs or students) and it is easily reconcilable, club Executives should seek to speak to the offending party as they would, detailed above.
Please refer to our workshop on How to Have Difficult Conversations.

You should refer to your constitution when resolving internal conflicts. If you need support an UNSA staff member will try work with you.

Disclaimer: depending on the severity/ nature of the complaint/ allegation, UNSA may need to disclose the nature of the complaint to appropriate staff at the university.

CHAPTER 11

DISAFFILIATION AND DISSOLUTION

Dissolution means your club stops operating. Naturally, a club can no longer be affiliated with UNSA once dissolved. A club may be dissolved if any of the following occur:

Dissolution

- At least 75% of club members pass a motion to dissolve the club at a General or Extraordinary General Meeting, and notify UNSA with the meeting minutes for this decision
- The club endures natural attrition by failing to host the AGM, and failing to appoint Executives for the new year
- The club has not been financially or administratively active for 90 days. Examples of financial and administrative activity include requesting funding, emailing members, updating your Portal or Facebook page, or hosting an event.

Disaffiliation

There are different ways for a club to become disaffiliated with UNSA. This does not mean that the club cannot exist anymore, just that it will no longer be affiliated with or receive support from UNSA. Clubs can also be disaffiliated if any of the points in the dissolution paragraph apply. A club may be disaffiliated if:

- The club has been found by the UNSA Executive or the Clubs Support Officer to have conducted itself in a manner not becoming of an affiliated club, including:
    - Breaching Australian law
    - Breaching University or UNSA policies
    - Misusing funding
    - Deliberately misrepresenting the activities of the club
    - Actively discouraging students from joining
    - Interfering with UNSA administrative processes
    - Engaging in fraudulent behaviour
    - Persistently failing to provide relevant information to UNSA
    - The Executive Committee no longer contains any current University of Newcastle students.

UNSA has total discretion over the decision to disaffiliate a club. UNSA will never disaffiliate a club without notice or reason and will always communicate with convenors via the contact details provided before dissolving a club.

On dissolution, all surplus funds, cash, property, and assets must be transferred back to UNSA within 28 days. If the club has raised funds themselves through membership fees or fundraisers, the club may vote at a General Meeting to transfer the surplus funds to an eligible charity. However, all SSAF-provided funding must be transferred back to UNSA.

Prepared by	UNSA Clubs Support Officer	26th May 2021
Approved by	UNSA Ltd. Board	26th May 2021
Edit and amendment history	UNSA Clubs Support Officer	22nd September 2021
Approved by	UNSA Ltd. Board	29th September 2021
Edit and amendment history	UNSA General Manager	21st October 2021
Edit and amendment history	UNSA General Manager	25th October 2021