

## Victoria University Student Group Constitution for Clubs

### 1. Club Name

### 2. The aims and objectives of this Club are (insert text):

2.1

2.2

2.3

### 3. Definitions

Affiliation	Formal recognition of a Club as being part of/associated with VU
Student Group	VU has three types of Student Groups Clubs College Societies Student Associations
Club	A group of VU students who share and are dedicated to a particular interest or activity; and who have applied for and been granted Affiliation.
Clubs Officer	The Victoria University employee who assists and who has oversight of VU Clubs.
Current VU Student	An individual enrolled full-time or part-time at VU for the current semester.
Executive Committee Members	Students who have been elected into a Executive Committee position in the club
Executive Committee	The group of students who facilitate the operation of the club
Meetings	Include meetings held in person, by telephone or online
Annual General Meeting (AGM)	An annual meeting held by a Student Group
Inaugural General Meeting (IGM)	The first meeting held by the Student Group where the group is established.
Special General Meeting (SGM)	A meeting held by the Executive Committee to conduct business of the Student Group which cannot wait until the groups next AGM.
Written Communications	Include emails, letters and electronic communications
SSAF	Student Services and Amenities Fees
Student Group Leadership & Representation Policy (SL&R)	Related VU policy document
Student Group Establishment, Affiliation and Funding Procedure (SL&R-EAF)	Related VU procedure document
Clubs Operational Guide	A Manual that outlines operations of the club.

#### 4. Affiliation

4.1 All VU Student Groups are affiliated to and funded by Victoria University

4.2 It is a condition of affiliation that the Student Group and its members must comply with all directions given by Victoria University and comply with the *Student Group Leadership and Representation Policy* and the *Student Group Establishment, Affiliation and Funding Procedure* as well as any direction given by the Clubs Officer

4.3 Affiliated Clubs must adopt this Constitution and recognise it as their own

4.3.1 Any alterations or additions to this Constitution must first be approved by the University through the Clubs Officer.

*4.3.1.1 Alterations or additions shall be made at an AGM or SGM that has been called for this purpose*

*4.3.1.2 Club members must be informed of this meeting and all proposed changes at least 10 business days before the date of the meeting. See section 9. Meetings of the Executive*

#### 5. MEMBERSHIP

5.1 Membership of the Club is open to:

- a) Current VU Students
- b) VU Alumni
- c) VU Staff
- d) General Public

Who support the purposes of the Club and pay the annual membership fee (if applicable)

5.2 It is the condition of affiliation/re-affiliation that a Club must have at least 10 current VU student members inclusive of the Executive committee

5.3 A Clubs membership must consist of a minimum of 70% current VU student members among its overall membership

5.4 Current VU student members will have voting rights. Non-VU student members cannot vote at the Clubs IGM/AGM/SGM

5.5 Clubs may charge their members an annual membership fee. The Executive Committee may set the membership fee, if any, and the date on which it is due at their own discretion. VU students must receive a discounted membership fee as opposed to non-VU student members who must pay full price of the membership fee

5.6 Membership records must show the date on which each member paid their current membership fee (if applicable.) Membership receipts must be generated and submitted during the audit. The Secretary should provide this information to the Treasurer and to the Clubs Officer upon request

5.7 Members' details must be recorded and stored in compliance with the VU Privacy Policy.

Member's details cannot be provided to anyone outside of the Club, with the exception of the Clubs Officer and Student Life staff. This includes internal departments an external organisations or groups.

## 6. EXECUTIVE COMMITTEE ELECTION AND TERMS OF OFFICE

6.1 Each Executive position must be held by a current eligible VU student (see SL&R procedure, part C, section 16)

6.2 All Executive positions must be nominated and democratically elected at the IGM/AGM/SGM (see *Clubs Operational Guide* section 3.Meetings)

6.2.1 Each nominee must be a current VU student who has, at minimum, 4 units of study to be completed prior to their graduation, agrees to carry out the duties and responsibilities of their role, and be present at the IGM/AGM/SGM.

6.2.2 If the nominated student is uncontested, they will be automatically appointed to the position. If two or more students are nominated, a ballot vote secret or otherwise will take place and a majority vote will decide. Only current VU student members of the Student Group can vote.

6.3 Executive members elected will hold office from the date of affiliation/re affiliation to the date set out in the *SL&R Policy*

6.4 VU students may hold only one type of Executive position per Student Group, in no more than two types of Student Groups at a time. For example, a student can be President of a Student Group and a Treasurer of another but cannot be both roles in one Student Group or the same role in differing Student Groups.

6.5 If an Executive member has not paid membership fees when due (if applicable) then they are ineligible to hold office and that position immediately becomes vacant.

6.6 In the event of a vacancy in the Executive Committee, or if Executive members are swapping positions after affiliation or re-affiliation has already occurred for the year, the Executive committee will be required to hold a Special General Meeting (SGM) to elect an eligible student into the vacant position or ratify the swapping of positions until the next AGM is held. The vacancy must not be left open for more than six weeks, otherwise the Clubs affiliation status may lapse at the discretion of the Clubs Officer.

6.6.1 If the nominated student is uncontested they will be automatically appointed to the position if more than one student is nominated for the position a ballot vote secret or otherwise will take place and majority vote will decide.

6.7 If the circumstances in 6.6 occur the Club must notify the Clubs Officer in writing via email within 10 business days and have the newly appointed Executive Member fill out the Online Executive Registration Form as well as Student Group banking forms if applicable.

## 7. ROLES, RESPONSIBILITIES AND POWERS OF THE EXECUTIVE

### 7.1 The Executive Committee are generally responsible for:

- a) Governing the Club in accordance with all VU Student Group related policies, procedures and guides as well as all other relevant VU policy and procedure, including but not limited to; Student Leadership and Representation Policy, Student Groups Leadership and Representation- Student Group Establishment, Affiliation and Funding Procedure, VU Student Charter, VU OH&S Risk Assessment policy and procedures. Copies of these policies are available on the VU Policy Library via the VU Website;
- b) The day-to-day operations of running the Club including but not limited to planning, organising and carrying out member activities and events;
- c) Representing the Club and its members within VU and the wider community

### 7.2 Each Executive position, being the President, Secretary & Treasurer have defined roles and responsibilities. These are outlined below.

#### 7.2.1 The roles and responsibilities of the President include:

- a) Providing leadership for, and overseeing the running of the Club
- b) Maintaining regular communication with the Clubs Officer
- c) Representing the Club to other groups and external organisations
- d) Ensuring the Club meets its purpose and objectives outlined in section two of the constitution
- e) Consulting with the Clubs Officer to seek advice on any issues where necessary
- f) Acting as the chief spokesperson for the Club and liaising with the Clubs Officer to ensure the Officer receives all information as requested

#### 7.2.2 The role and responsibilities of the Secretary include:

- a) Arranging general and Executive meetings, preparing agendas and taking meeting minutes
- b) Working closely with the President and managing all correspondence such as emails and social media accounts
- c) Organising and maintaining the Clubs documentation, including a register of members' details with the minimum requirements recorded to be name, email, and student ID (if applicable) as well as type of member.
- d) Acting as proxy to assume duties of the President at events and meetings when the President is unavailable to attend.

#### 7.2.3 The roles and responsibilities of the Treasurer include:

- a) Setting up the mandatory Clubs bank account (as instructed by the Clubs Officer) and monitoring the Clubs income and expenditure through account statements
- b) Recording incoming funds from affiliation funding, grants, membership income and other donations and fundraising on the Clubs financial records spreadsheet
- c) Recording expenditure on the Clubs financial records spreadsheet

- d) Keeping records of old invoices and receipts and submitting days to the auditor during auditing periods
- e) Monitoring the Clubs assets and finances, and delivering updates to the committee and the Clubs Officer as required
- f) Preparing an annual budget for the Clubs and presenting a financial report at the annual general meeting (AGM)

7.3 Executive members cease to hold office if:

- a) They resign in writing to the Secretary (or, in case of the Secretary, the President)
- b) They are removed by a resolution of no confidence passed by a two-thirds majority present and voting at an Executive Meeting
- c) They failed to attend two consecutive Executive meetings without giving notice/apologies to the Secretary (or in case of the Secretary to the President) at least 24 hours prior to the meeting

## 8. COMMUNICATIONS WITH MEMBERS AND EXTERNAL BODIES

8.1 Clubs must use their official Club email to communicate all Club business to its members, the Clubs Officer and other contacts.

8.2 All emails sent from the Clubs email account must blind carbon copy (BCC) the recipients for privacy purposes with the exception of an email sent to one person only

8.3 Unless stated otherwise, a Club should responded to a communication no more than 10 business days from the date a communication was received.

## 9. MEETINGS OF THE EXECUTIVE

9.1 An Executive Committee Meeting is open to the Executive only. The Executive must meet at least three times during their term of office. These meetings may be held to discuss planning of events and activities or business about the Student Group in general.

9.1.1 Executive meetings may be called by the President or Secretary, or jointly by any two Executive members

9.1.2 The Secretary shall then notify each Executive member of the date, time and location of the meeting via email, text or phone, at least three business days before the meeting is held.

9.1.3 If an Executive member cannot attend a meeting they need to inform the Secretary (or in case of the secretary, the President) of there apology via email, text or phone at least 24 hours prior to the meeting.

9.1.4 Executive members may request that items of business be included on the agenda by submitting such requests to the Secretary via email no later than 48 hours before the scheduled meeting time

9.1.5 The Secretary shall create and distribute the meeting agenda to the Executive committee via email prior to each meeting or in their absence delegate to another Executive member

9.1.6 It is typical for the President to chair the Executive meetings and the Secretary to take meeting minutes. Other Executive members can perform these duties if the President/Secretary is not available

9.2 Special General Meetings (SGM) are called to deal with business that cannot wait until the next AGM. A range of matters may be discussed including those that must be decided by a special resolution.

9.2.1 The same process of calling an Executive Meeting Applies to calling and SGM (refer to 9.1.1-9.1.6)

9.3 A General Meeting is a meeting that is open to all members of the student group.

9.3.1 The same procedure of calling an Executive Meeting Applies to a General Meeting (refer to 9.1.1-9.1.6)

## 10. ANNUAL GENERAL MEETING (AGM)

10.1 A Club must hold an AGM once per year. The Executive Committee must hold an AGM each year between the 1<sup>st</sup> of September and the 31<sup>st</sup> of October. A Club can hold their AGM at an alternative time if it is discussed with an approved by the Clubs Officer. See *Clubs Operational Guide 3.Meetings*

## 11. FINANCE & ASSETS

11.1 The funds that VU provides affiliated Clubs are from the Student Services and Amenities fee (SSAF). There are strict legislative requirements placed on VU in terms of what SSAF funds can be spent on. Refer to the *SL&L Policy Funding for Student Groups* points 32 through to 39.

11.2 A Student Group must distribute all funds into the nominated groups bank account

11.2.1 The President and Treasurer will be the signatories to the account a long with the Clubs Officer

11.3 Receipts must be kept for each transaction, including membership fees. Receipt books will be provided to each Student Group to assist with record keeping.

11.4 A registrar of all Student Group Assets must be kept up to date and made available to the Clubs Officer upon request

11.5 The Student Group must not distribute any profit, income or assets directly or indirectly to its members

11.6 Clubs seeking sponsorships must first inform the Clubs Officer of these potential arrangements and seek approval. See the SL&L Procedure section *Fundraising and Sponsorship* points 58-60.

11.7 The Student Group must complete an audit annually to ensure the financial integrity of the group

## 12. Discipline by the Student Group

12.1 The Executive Committee shall have the power to suspend or expel any member of the Student Group for:

a) *Unpaid membership fees*

- b) Breach of any VU Student policies that are named in the S&L Policy, see point 30
- (d).
- c) By any act that may bring the Student Group or the University into disrepute
- d) Misconduct relating to violence, aggression or assault

12.2 Any member who is expelled or suspended from the Student Group has the right to appeal by presenting their case to a General Meeting called for such a purpose, with the decision of the General Meeting being final

*12.2.1 A member can call a General Meeting by contacting the Student Group President via email.*

*12.2.2 The Student Group President (or other Executive member in their absence) must respond to the members request within 10 business days*

*12.2.3 The President & Secretary (or other Executive member in their absence) must then follow the necessary steps outlined in Section 9 for calling a General Meeting (refer to 9.1.1-9.1.6)*

### 13. Student Group Member Grievance Procedure

13.1 If disputes under the Student Group Constitution should occur between Student Group Members, the members, will in good faith attempt to resolve the dispute.

*13.1.1 A student group member must put their complaint in writing and deliver their complaint to the recipient via email or hard copy.*

*13.1.2 The recipient of the complaint will have 10 business days to respond to the complaint. The recipient should respond via writing and deliver their response via email or hard copy.*

*13.1.3 The Clubs Officer can be called upon to assist the Student Group Members to settle the dispute.*

13.2 If bullying, harassment or violent behaviour occurs amongst Student Group Members, confidential complaints can be made online to VU Safer Communities team via the VU Website. The team at Safer Communities will assist the member to resolve the complaint.

#### Acknowledgment by the Committee

We, the Club Executive Committee, agree to adopt this Constitution. We commit to making a copy of this constitution available to our extended Committee Members and General Members.

Signed:

Club President:

Signature:

Date:

Club Secretary:

Signature:

Date:

Club Treasurer:

Signature:

Date: