

5. Affiliation Suspensions

What is a Suspended Affiliation?

Suspension is when your Club’s affiliation is put on hold either temporarily or permanently, if the issues are not resolved). It usually occurs when Club management issues are identified or a breach in affiliation conditions occurs.

How would I know my Club is suspended?

If your Club’s affiliation with Arc is suspended, the Club Executive will be notified by email. Please remember this is different to issues with affiliation and being suspended does not mean that your Club’s affiliation has expired or that you need to re-apply for affiliation.

Why would my Club be suspended?

For the most part, a Club’s affiliation is suspended because Arc has identified some issue/s with the management of the Club which need to be addressed. If your Club’s affiliation is suspended, you will not have access to Club resources, including grants, printing and copying services, room and space hire, as well as equipment. Suspensions are at the discretion of Arc Clubs staff and there are a variety of reasons why a Club’s affiliation might be suspended. This is a brief list of these issues, and the corresponding solutions to restore your affiliation:

Issue	Example/s	Solution
Misuse of Clubs resources	<ul style="list-style-type: none"> • Taking resources without a correct booking • Damage or non-return of equipment • Missing equipment or equipment returned after the deadline • Personal use of Secretarial Allowance. 	Club Executives attend a meeting with the Student Engagement Administrator (or delegate) to discuss Club operations and strategies for meeting minimum requirements. Fines may apply, especially where equipment is damaged or missing.

Issue	Example/s	Solution
Failure to attend Compulsory Clubs Briefing	Club representative fails to attend a Compulsory Clubs Briefing	Club Exec attends a meeting with the Student Engagement Coordinator (or delegate) to discuss Club operations and strategies for meeting minimum requirements.
Misuse of bookings	Holding events in spaces (CATS, Outdoor, Roundhouse) without a booking, misuse of a booked space or violation of booking agreements.	Club Executives attends a meeting with the Student Engagement Administrator (or delegate) to discuss Club operations and strategies for meeting minimum requirements.
Misuse of Club funds	<ul style="list-style-type: none"> Failing to acknowledge income (including sponsorship) in grants Unnecessary spending Spending that is not for the benefit of the whole Club or consistent with the aims & objectives of the Club Spending without the approval of the Club Executive. 	See Clubs Handbook Section 20 (Complaints & Grievances) and Clubs Handbook Section 21 (Incident Reporting).
Conduct that reflects poorly on Arc or brings Arc into disrepute	Holding events in violation of Arc policies (including alcohol policies), events where police or legal action is involved, events that are reflected poorly in the general student body or wider community.	See Clubs Handbook Section 20 (Complaints & Grievances) and Clubs Handbook Section 21 (Incident Reporting).

Issue	Example/s	Solution
Failure to supply information or complete actions requested by Arc	Financial documents, membership information, Club records and meeting minutes.	Submit required records to Arc. If you fail to submit your records on time, your affiliation may not be restored until Arc has reviewed your records.
Abuse of Executive privileges	Disproportionate spending on Club Executive, pursuit of events etc. that have an undisclosed benefit to an Executive member (i.e. Exec member has a business interest).	See Clubs Handbook Section 20 (Complaints & Grievances) and Clubs Handbook Section 21 (Incident Reporting).
Repeated failure to follow the Clubs chalking/postering policy	Chalking on main walkway or undercover, postering outside of designated poster boards etc.	See Clubs Handbook Section 20 (Complaints & Grievances).
Any criminal or illegal activity conducted by the Club	Fraud, embezzlement, irresponsible service of alcohol, illicit drugs, vandalism etc.	See Clubs Handbook Section 20 (Complaints & Grievances) and Clubs Handbook Section 21 (Incident Reporting).
Failure to comply with Arc's WHS policy	Failure to follow safe working practices or holding dangerous/risky events.	See Clubs Handbook Section 0 (Work Health and Safety (WHS)), Clubs Handbook Section 20 (Complaints & Grievances) and Clubs Handbook Section 21 (Incident Reporting)
Bullying or harassment	Inflammatory or derogatory statements directed at specific Club members or groups. Discrimination against individuals or groups.	See Clubs Handbook Section 20 (Complaints & Grievances) and Clubs Handbook Section 21 (Incident Reporting).

The table above only provides a guide, and issues that result in suspension or the method required to reverse this suspension may vary. Clubs can be suspended for issues not on the list at the discretion of Arc Clubs staff.

What do I do if my Club is suspended?

When a Club is suspended, they will be contact via email and with details of the suspension including why and how to reverse it. If you are unsure on how to enact the solution or what it means, please talk to us.

Related Documents

Clubs Handbook (www.arc.unsw.edu.au/clubs/clubshandbook)

Section 14 - Work Health and Safety (WHS)

Section 20 - Complaints & Grievances

Section 21 - Incident Reporting

Help!

Visit Us

Drop in and talk to us. The Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

Call Us

Call us at 9385 9840

Email Us

clubs@arc.unsw.edu.au

Office Hours

During Term: 8:30am-6pm Mon-Fri

Outside Term: 9am-5pm Mon-Fri (access to the Clubs Space by appointment only)