



**UNSW Student Life**

**Student Development Committee**

**Clubs Procedures**

<b>Responsible Officer</b>	Student Development Coordinator
<b>Approved by</b>	Student Development Committee (SDC)
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<b>Related documents</b>	Clubs Policy, Grants Policy, Grants Procedures
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**Contents**

<b>A. POLICY STATEMENT .....</b>	<b>1</b>
<b>B. SCOPE .....</b>	<b>2</b>
<b>C. DEFINITIONS .....</b>	<b>2</b>
<b>D. TYPES OF CLUBS .....</b>	<b>3</b>
<b>E. AFFILIATION POLICY .....</b>	<b>4</b>
<b>F. ALCOHOL POLICY .....</b>	<b>18</b>
<b>G. ADMINISTRATIVE SUPPORT .....</b>	<b>21</b>
<b>H. GRIEVANCE/DISPUTE RESOLUTION .....</b>	<b>23</b>
<b>I. COMMUNICATION.....</b>	<b>25</b>
<b>APPENDIX A - CONSTITUTION REQUIREMENTS.....</b>	<b>26</b>
<b>APPENDIX B – MODEL REGULAR CLUB CONSTITUTION .....</b>	<b>28</b>
<b>APPENDIX C – PROXY FORM .....</b>	<b>34</b>
<b>APPENDIX D – ARC CLUBS WORK HEALTH AND SAFETY (WHS) AGREEMENT.....</b>	<b>35</b>

**A. Policy Statement**

- 1 Arc is committed to providing high quality student development opportunities to its members. Arc aims to achieve this by supporting and funding Arc Clubs. Arc supports a diverse range of Clubs in order to foster the development of successful communities of Arc members. A further goal is to maximise participation of Arc members in both Arc and Club activities. The process by which Clubs affiliate with Arc must be easy to comply with and follow. The resources and services provided to affiliated Clubs must be beneficial and readily accessible.

## **B. Scope**

- 1 These Procedures apply to the Student Development Department and all affiliated Clubs.

## **C. Definitions**

Activity/ies	An activity, program or event planned or undertaken by a Club, provided that the activity is legal and does not contravene Arc policies;
AGM	Annual General Meeting;
Club	Any Club or Society affiliated with Arc;
Executive	The committee responsible for overseeing the management and activities of a Club; It may also be known as the Club Committee or Club Board of Directors;
Grant	Support granted to a Club by the Arc Student Development Committee, including the Clubs Loans Scheme;
Pending Club	A Club in the process of affiliation.
Member(s)	A full club member (or members); not associate members.
Department Manager	Manger of the Student Development Department of Arc
Management	Staff of the Student Development Department of Arc

## **D. Types of Clubs**

1 There are two (2) types of Clubs:

### 1.1 Regular Club;

- (i) Club members are UNSW students who have completed a membership form and paid a membership fee set by the Club;
- (ii) Club Associate Members are persons who are not UNSW students, who have completed a membership form and paid a membership fee set by the club;
- (iii) The minimum membership fee is \$0;
- (iv) Regular Clubs must have at least 5 members;
- (v) Regular Clubs must have all of the executive members be current Arc members;
- (vi) Decisions regarding the activities and finances of the Club are made by the executive.

### 1.2 Constituent Club

- (i) Constituent Clubs must have at least 15 members. There is automatic eligibility for membership for all UNSW students enrolled in the nominated degree program(s), School, Faculty or College of UNSW;
- (ii) Constituent Clubs must have all of the executive members be current Arc members;
- (iii) There are four categories of constituent Clubs;
  - (a) A Program Club is linked to a major or degree program within a School or a Faculty. Arc recognises a maximum of one Program Club per major or degree program.;
  - (b) A School Club is linked to a School in a Faculty of UNSW. Arc recognises a maximum of one undergraduate and one postgraduate School Club per School;
  - (c) A Faculty Club is linked to a Faculty of UNSW. Arc recognises a maximum of one undergraduate and one postgraduate Faculty Club per Faculty;
  - (d) A College Club is linked to a College of UNSW. Arc recognises a maximum of one College Club per College.

## **E. Affiliation Policy**

- 1 Affiliated Clubs are entitled to the services, funding and support provided by Arc for the use of affiliated Clubs.
- 2 The period of a Club's affiliation will be from the date of the approval of affiliation (by the SDC or delegate), until two weeks after the clubs next AGM or 12 Months and two weeks from their last AGM, whichever is the sooner.
- 3 Clubs may be incorporated or unincorporated through the NSW Department of Fair Trading unless they have an annual turn-over that exceeds \$60,000 in which case they must become incorporated.

### **New Clubs**

- 4 The following procedures are for Clubs affiliating with Arc for the first time:
  - 4.1 The Club must give at least seven (7) days notice of the Club's Inaugural General Meeting. This is achieved by:
    - (i) Sending an email to the Club mailing list and to Arc Student Development at least seven (7) days before the Club IGM. The email must at a minimum include the time, date and location of the meeting.
  - 4.2 At the IGM, the following must business must be conducted:
    - (i) The Club must adopt a constitution that complies with the minimum requirements of Arc as outlined in the appendices. This should be proposed as a motion and passed by a majority of members in attendance. All Club members are entitled to one (1) vote.
    - (ii) Within the constitution, the Club must agree on the aims and objectives of the Club.
    - (iii) Conduct democratic elections for all executive positions as defined in the constitution.
      - (a) Executive elections must be democratic and in compliance with the requirements of the Club's constitution. Any Club member is eligible to be nominated to any executive position. All Club members are entitled to one (1) vote. The results of the election are final. The incumbent executive may not bias the results of the election in anyway, for example they may not refuse nominations of eligible candidates nor have their votes weighted more strongly.
      - (b) Regular Clubs must elect at the IGM at least a President, Secretary, Treasurer and Arc Delegate. A minimum of three individuals must fill these four positions. Therefore, one member of the executive may hold two positions, with the exception that the positions of President

and Treasurer may not be held by the same person. See section 16.6 for the full requirements of Executive positions.

- (c) Constituent Clubs may have an election at the IGM or at another time on UNSW campus as stipulated by their constitution. Constituent Clubs must elect at least a President, Secretary, Treasurer and Arc Delegate. A minimum of three individuals must fill these four positions. Therefore, one member of the executive may hold two positions, with the exception that the positions of President and Treasurer may not be held by the same person. See section 16.6 for the full requirements of Executive positions.
- (d) Some executive positions may be elected at a subsequent EGM if this is specified in the Club's constitution (e.g. year representatives), however President, Secretary, Treasurer and Arc Delegate must be elected at the IGM.

#### 4.3 At the IGM, the following requirements apply

- (i) If the Club has an existing membership list before applying for affiliation, quorum for an IGM is fifteen (15) Club members or one half of the Club membership, whichever is the lesser.
- (ii) If the club is new, all attendees should sign-up as members at the meeting and the same rules for quorum will apply as in (i).
- (iii) Proof of attendance is required in the form of a signed attendance list which includes names, student numbers and signatures.

#### 4.4 Within two (2) weeks of the IGM, the club must submit the following to Arc:

- (i) Full membership list (Names, student number, email address);
- (ii) Full executive list (Names, student number, email address, phone number);
- (iii) IGM attendance list (Names, Student number, signatures);
- (iv) IGM minutes (showing all resolutions at the meeting; these may include election results, constitutional amendments, etc.);
- (v) The Club's constitution (as adopted at the meeting) in digital form. The constitution must meet the minimum requirements of Arc.
- (vi) A complete Arc Clubs WHS Agreement signed by all elected executives.

#### 4.5 Within two (2) weeks of the IGM, the Club must also submit the following additional information to Arc:

(i) Details of any other organisations that the Club is affiliated with (or likely to affiliate with) and the nature of the relationship;

(ii) An outline of intended Club activities;

(iii) A Club description suitable for publication;

(iv) A statement on how the Club will contribute to the UNSW Student Community.

(v) Any other information deemed necessary by Arc for the purpose of assessing the application for affiliation.

5 Management will assess all New Club applications using the following procedures:

5.1 Examine all documents (including constitution, minutes, attendance, and membership lists) to ensure that they are complete and legitimate. Any misleading information will prevent affiliation;

5.2 Determine the meeting to be legitimate including that the meeting was appropriately notified to members and quorum was met;

5.3 Determine the elections to be fair and democratic;

5.4 Determine that the Clubs constitution is in line with the minimum requirements.

5.5 Clubs that do not fulfill these criteria will be notified by Management and are given the chance to resubmit documentation.

(i) Applications which are unable to be submitted to the SDC within two (2) month of the original submission may be rejected at the discretion of the SDC Convenor.

(ii) In the case that the application is rejected, the Club may re-apply but must complete the process outlined in 4 again.

5.6 Once approved by Management, the application will be submitted to the SDC to be assessed at an SDC Meeting.

6 The SDC will assess all New Club applications using the following procedures:

6.1 Determine that the aims, objectives, purpose and name of the Club contribute to the UNSW student community in a positive way

6.2 Determine that the proposed Club meet at least one of the following criteria (however, fulfilling this criteria does not necessarily signify tha the Club will contribute positively to the USW student community:

- (a) Cater to a specific cultural group;
- (b) Cater to a specific religious group;
- (c) Represent specific political views;
- (d) Cater to a specific academic group;
- (e) Cater to a recreational or special interest pursuit;
- (f) Provide a service to UNSW Students or community;
- (g) Represent a specific charitable cause

6.3 Ensure that the aims, objectives, purpose and name of the Club are not substantially similar to an existing Club, Program or Collective within Arc;

6.4 Ensure that the club caters to a component of the Student Community that is not currently catered for by an existing Club, Program or Collective within Arc.

6.5 Ensure that the aims, objectives, purpose and name of the Club are not likely to bring Arc into disrepute.

7 Management will provide any information deemed necessary for the SDC to make a decision on the affiliation of a club in an accessible form.

### **Club Re-affiliation**

8 All Clubs must renew their affiliation with Arc every 12 months after they have held their Annual General Meeting.

9 In any situation where there is a change to the fundamental nature of the Club (such as changes to the aims, objective, purpose or name of the club), the final decision will be referred to the SDC.

10 Clubs are required to comply with the following procedure when applying for re-affiliation with Arc:

10.1 The Club must give at least seven (7) days notice of the Club's AGM. This is achieved by:

- (i) Sending an email to the Club mailing list and to Arc Student Development at least seven (7) days before the Club AGM. The email must at a minimum include the time, date and location of the meeting. It is also recommended that the agenda is included.

10.2 At the AGM, the following business must be conducted:

- (i) Annual reports from relevant executives are to be heard and tabled at the AGM
  - (a) The President must present a report;
  - (b) The treasurer must present a report and table the clubs financial records;

- (c) Other executive positions as necessary may present reports at the AGM.
- (ii) Conduct democratic elections for all executive positions:
  - (a) Executive elections must be democratic and in compliance with the requirements of the Club's constitution. Any Club member is eligible to be nominated to any executive position. All Club members are entitled to one (1) vote. The results of the election are final. The incumbent executive or any other individual or groups may not bias the results of the election in anyway, for example they may not refuse nominations of eligible candidates nor have their votes weighted more strongly.
  - (b) Regular Clubs must elect at an AGM at least a President, Secretary, Treasurer and Arc Delegate. A minimum of three individuals must fill these four positions. Therefore, one member of the executive may hold two positions, with the exception that the positions of President and Treasurer may not be held by the same person. See section 16.6 for the full requirements of Executive positions.
  - (c) Constituent Clubs may have an election at the AGM or at another time on UNSW campus as stipulated by their constitution. Constituent Clubs must elect at least a President, Secretary, Treasurer and Arc Delegate. A minimum of three individuals must fill these four positions. Therefore, one member of the executive may hold two positions, with the exception that the positions of President and Treasurer may not be held by the same person. See section 16.6 for the full requirements of Executive positions.
  - (d) Some executive positions may be elected at a subsequent EGM if this is specified in the Club's constitution (e.g. year representatives), however President, Secretary, Treasurer and Arc Delegate must be elected at the AGM.
- (iii) The Club may amend their constitution at the AGM by majority vote.

10.3 At the AGM, the following requirements apply:

- (i) Quorum for the AGM is fifteen (15) Club members of one half of the Club's membership, whichever is the lesser.
  - (a) Clubs may have more stringent requirements for quorum, but it must be stipulated in the clubs constitution.
  - (b) Proof of attendance is required in the form of a signed attendance list which includes names, student numbers and signatures.

10.4 Within two (2) weeks of the AGM, the club must submit the following to Arc:

- (i) Full membership list (Names, student number, email address);
- (ii) Full executive list (Names, student number, email address, phone number);
- (iii) AGM attendance list (Names, Student number, signatures);

(iv) AGM minutes (showing all resolutions at the meeting; these may include election results, constitutional amendments, etc.);

(v) The Club's constitution (as adopted at the meeting) in digital form if any changes were made. The constitution must meet the minimum requirements of Arc.

(vi) A complete Arc Clubs WHS Agreement signed by all elected executives including any that have previously signed the agreement.

(vii) Club financial records. At minimum, this should include an income and expenditure statement and a general ledger.

(viii) A recent bank statement (within 3 months). The bank statement must be able to be reconciled to the club financial records.

10.5 Within two (2) weeks of the AGM, the Club must also submit the following additional information to Arc if any circumstances have changed:

(i) Details of any other organisations that the Club is affiliated with (or is likely to affiliate with);

(ii) A Club description suitable for publication;

(iii) Any other information deemed necessary by Arc for the purpose of assessing the application for affiliation.

11 Management will assess all Club re-affiliation applications using the following procedures:

11.1 Examine all documents (including constitution, minutes, attendance, financial records and membership lists) to ensure that they are complete and legitimate. Any misleading information will prevent affiliation;

11.2 Determine the meeting to be legitimate including that the meeting was appropriately notified to members and quorum was met;

11.3 Determine the elections to be fair and democratic;

11.4 Determine that any changes to the Clubs constitution are in line with the minimum requirements of Arc.

11.5 Clubs that meet these requirements and do not require approval by the SDC will be approved for affiliation by the SD Manager.

11.6 Clubs that do not fulfill this criteria will be notified by Management and are given the chance to resubmit documentation:

(i) Applications which are unable to be approved by management within two (2) month of the original submission may be rejected at the discretion of the SDC Convenor.

(ii) In the case that the application is rejected, the Club may re-apply but must complete the process outlined in 4 again.

(iii) Management must refer the decision not to renew a Club's affiliation to the SDC.

11.7 Management will refer the application to the SDC if there have been any changes to the aims, objectives, purpose or name of the Club.

11.8 Management will refer the application to the SDC if there are any issues they wish determined by the SDC.

(i) Management may refer to these SDC determinations in assessing future applications that have similar circumstances, as long as these determinations were made by the sitting SDC at the time of the assessment.

11.9 Management will refer the application to the SDC where it is deemed that the Club's finances are of concern and particularly if these issues are the result of unusually poor financial management or financial misconduct by the executives (including excessive expenditure on executive benefits).

12 In any situation where the decision is referred to the SDC, Management will provide any information deemed necessary for the SDC to make a decision in an accessible form.

13 Clubs applying for re-affiliation that submit their satisfactorily complete affiliation forms (with all supporting documentation) within the period of affiliation may be granted provisional affiliation until such time as their application is accepted or rejected by the SDC or Management

13.1 Re-affiliating Clubs may also be provisionally affiliated upon the agreement of both the SDC Convenor and SD Manager for up to six (6) weeks.

13.2 Provisionally affiliated Clubs are entitled to the services, funding and support provided by Arc, except any cash payments will not be made until affiliation is finalized (e.g. cash grants).

### **Extraordinary General Meetings**

14 The Club must adhere to the following procedure when holding an EGM.

14.1 The Club must follow all requirements for calling and holding an EGM as stipulated in their constitution.

- 14.2 The Club must give at least seven (7) days notice of the Club's EGM. This is achieved by:
- (i) Sending an email to the Club mailing list and to Arc Student Development at least seven (7) days before the Club EGM. The email must at a minimum include the time, date and location of the meeting.
- 14.3 At the EGM, the following business may be conducted:
- (i) Motioning the vacation of an executive position
  - (ii) Conduct democratic election of vacant executive positions:
    - (a) Elections must meet the same requirements as those stipulated in section **Error! Reference source not found.**
  - (iii) amend their constitution by majority vote.
- 14.4 At the EGM, the same requirements apply as for an AGM, as stipulated in 10.3:
- 14.5 Within two (2) weeks of the EGM, the club must submit the following to Arc:
- (i) Full executive list (Names, student number, email address, phone number) where the executive has changed;
  - (ii) AGM attendance list (Names, Student number, signatures);
  - (iii) AGM minutes (showing all resolutions at the meeting; these may include election results, constitutional amendments, etc.);
  - (iv) The Club's constitution adopted at the meeting in digital form where the constitution was changed. The constitution must meet the minimum requirements of Arc.
  - (v) A complete Arc Clubs WHS Agreement signed by all newly elected executives
  - (vi) Any other information deemed necessary by Arc for the purpose of assessing the information provided.
- 14.6 Management will review the documentation submitted as per the process stipulated in 11.
- 14.7 Any amendments to the Club's constitution must be ratified by management or the SDC.

### **Reviewing affiliation**

- 15 The SDC may review the ongoing affiliation of a Club at any time.

15.1 When conducting a review of a Clubs affiliation, the SDC will follow the following procedure:

- (i) The SDC may request the following information from the Club:
  - (a) Club records including financial records;
  - (b) A history of Club events;
  - (c) A statement from the Club on its contribution to the UNSW Student Community;
  - (d) Any other information as determined by the SDC.
- (ii) The Club will be re-assessed in line with the criteria stipulated in 6.
- (iii) The SDC may choose the following courses of action:
  - (a) Maintain the affiliation of the club;
  - (b) Discontinue the affiliation of the club (where this decision is based on the existence of a similar Club, SDC will advise the disaffiliated Club that they should merge with the existing Club) ;
  - (c) Any other course of action deemed necessary by the SDC.
- (iv) The SDC Convenor will notify the Club of the outcome of the review within fourteen (14) days of the meeting.

15.2 Management may request that the SDC review a Club's affiliation at any time.

## **Constitutional Requirements**

- 16 All Clubs must adopt a constitution that meets the requirements of Arc.
- 17 The Club's constitution must be accepted at the Inaugural General Meeting of the members of the Club. Clubs may make amendments or accept a new constitution at an Annual or Extraordinary General Meeting of the members of the Club.
- 18 At minimum, a Club's constitution must address the following matters:
  - 18.1 Name, aims and objectives:
    - (i) The constitution must stipulate the Club's full name, aims and objectives.
  - 18.2 Membership;
    - (i) For Regular Clubs, all UNSW students are eligible for Club membership;
    - (ii) For Constituent Clubs, all students associated with the agreed program, school, faculty or residence are eligible for membership;
    - (iii) For both Regular and Constituent Clubs, the Club may allow for associate membership for those that are ineligible for full membership. The Club may restrict associate membership to specific groups (e.g. UNSW staff or alumni), as long as these restrictions do not contravene Anti-Discrimination legislation;

(iv) Stipulate the duration of membership. This should be no more than one calendar year from commencement of their membership, after which point membership will need to be renewed by the individual.

18.3 Register of Members;

- (i) The Club must provide a register of Club members including name, student number and email;
- (ii) The membership list may not be distributed with any third party other than Arc without the expressed written permission of individual members.

18.4 Membership Fees;

- (i) The constitution must stipulate membership fees;
- (ii) For Regular Clubs, both full and associate members may be charged a membership fee which can be determined by the executive;
- (iii) For Constituent Clubs, full members may not be charged a membership fee;
- (iv) For Constituent Clubs, associate members may be charged a membership fee that may be determined by the executive.

18.5 Accepting/Removing members and executives:

- (i) The constitution must stipulate a fair and democratic process for the removal of members and executives;
- (ii) Any removal of members and executive may only occur at a general meeting of the club by a vote of the members.
- (iii) A decision to not accept the membership of an eligible candidate may only be made at a general meeting of the club by a vote of the members.

18.6 Executives and committee

- (i) The make-up of the executive, , including the number of people holding the position at any time (e.g. Two (2) co-presidents, an Arc Delegate)
- (ii) The roles and responsibility of the executive as a whole, as well as each executive individually;
- (iii) At minimum, the executive must include (but may be differently titled):
  - (a) A President;
  - (b) A Treasurer;
  - (c) A Secretary;
  - (d) And an Arc delegate.
- (iv) At least three members must hold the positions stipulated in (iii) and the same person may not hold the position of President and Treasurer.
- (v) Any member must be eligible to stand for election to an executive position;
- (vi) The constitution must stipulate a fair and democratic election process for the executive;
- (vii) Executive positions may be referred to by names other than those specified in (iii), but must be indicated as such in the constitution. The responsibilities of these roles may also be combined within the constitution as long as the President does not hold the responsibilities of the Treasurer, and there are at least three (3) executive positions and at least three (3) separate persons on the executive at all times.
- (viii) The Club may also have a committee, which may be appointed by the Executive or elected by the members at a General Meeting;

(ix) The constitution must stipulate the functions and processes of the executive and committee. The executive are responsible for the activities and finances of the Club, while the committee operates under the direction of the executive;

18.7 Calling of General Meetings

(i) The constitution must stipulate an appropriate process for calling general meetings.

18.8 Notice of General Meetings

(i) The constitution must stipulate requirements and processes for giving notice of general meetings.

(ii) At minimum, notice must be provided in writing to all members and to Arc at least 7 days in advance.

18.9 Proxy Voting

(i) The constitution may stipulate if and when proxies are allowed at meetings (e.g. meetings not held on academic days or held off Kensington campus)

(ii) The constitution may stipulate additional requirements for proxy voting in addition to the requirements stipulated in section 21 and 22.

18.10 Management of Funds

(i) The constitution must stipulate how the Club's funds are to be managed.

(ii) At minimum, the constitution must stipulate that:

(a) The Club may only hold a bank account at a financial institution approved by Arc.

(b) The executive must approve all accounts and expenditure for payment

(c) All payments must be conducted by dual-signatory.

(d) The Club must maintain full financial records including a general ledger

(e) The Club may not lend money under any circumstances;

(f) The Club must remain solvent at all times;

18.11 Inspection of Books

(i) The constitution must stipulate that all Club records are open to inspection by Arc at any time.

19 There may be additional requirements for Club's incorporated under the *Associations Incorporation Act 2009* which must be included in addition to the requirements in section 18.

20 The Club may adopt or amend the model constitution provided in Appendix B.

**Proxy Voting**

21 Where proxies are allowed in the Club's constitution, a Club must allow Club members who are entitled to cast a vote at a meeting to vote by proxy.

(i) Appendix E is an example of a proxy form that it is recommended Clubs use.

(ii) Club members who will be absent from the relevant meeting may choose to give their vote to any Club member who will be in attendance at the meeting (the proxy holder).

(iii) Clubs members who want to vote by proxy must fill in a form similar to the one in Appendix E. Clubs members at a minimum must write their full name, student number, sign and date the form and write the full name and student number of their proxy. Club members may choose to specifically state how they intend to vote on a particular motion on the form or they may leave it up to the discretion of their proxy holder.

(iv) The proxy holder must bring all proxy forms to the relevant meeting and show them to the returning office before they may exercise their proxy vote(s).

(v) A Club member may hold an unlimited number of proxy votes (unless this number is restricted in the Club's constitution), however, quorum for the meeting is calculated on the number of Club in attendance at the meeting. Proxy votes are included when calculating majority or the number of votes needed for a motion to pass.

(vi) Any Club member who feels they have been misrepresented may appeal to Arc, who will arrive at the final resolution of the matter.

22 Clubs must allow proxy votes at General Meetings not held on academic days.

**Responsibilities of Clubs to remain affiliated:**

23 Club executives bear the responsibility for the Club to remain affiliated.

24 Clubs must adhere to the following requirements to remain affiliated:

24.1 Through the Arc Delegate, the executive ensures that the Club:

- (i) Submits an up to date Club membership list and bank statement to Arc 2 times per year in March and August.
- (ii) Complies with the membership requirements of Arc;
- (iii) Attends all Clubs General Meetings or submits apologies at least 24 hours before the relevant meeting;
- (iv) Displays the Arc logo on all Club publicity material and publications including the Club website (if the Club has a website);
- (v) Updates Arc on any changes to the Club executive;
- (vi) Doesn't cover or remove official in-date Arc promotional or informative material.

24.2 The Club executive also ensures that the Club:

- (i) Allows Arc access as an observer to all AGM's and EGM's of the Club;

- (ii) Financial accounts are up-to-date and open for inspection by Arc for spot audits (2 weeks notice will be given);
- (iii) Abides by any requests by Arc related to a complaint regarding the Club;
- (iv) Allows Arc the right to monitor any Club activity for insurance purposes.

24.3 The responsibilities for affiliated Clubs are outlined on the affiliation form prepared by Arc Student Development. By signing the affiliation form the Club executive agrees to abide by these responsibilities.

24.4 Where a Club membership fee is charged, all Clubs must differentiate between the fees charged to Arc members and non-Arc members.

- (i) Arc members must be charged the base membership fee
- (ii) Non-Arc members must be charged at least double the base membership fee.
- (iii) A Club's associate members may be charged the non-Arc membership fee or a higher amount.

*For example if the base, Arc-member fee is \$1, non-Arc members must be charged at least \$2.*

### **Delegation, appeals and referrals**

25 Responsibility and final decision making capacity regarding club affiliations resides with the SDC.

26 The SDC delegates authority to the SD Manager or delegate or SDC Convenor to approve affiliation when the following requirements are met:

- (i) Where all requirements have been met under the affiliation policy
- (ii) Where the club has been affiliated with Arc within six months.
- (iii) Where there have been no changes to the fundamental nature of the club as defined in the affiliation policy.

27 Any decision made regarding Club affiliation (including club constitutions) may be appealed or referred to the SDC.

27.1 Any issue may be referred to the SDC by the Club or Management.

27.2 Management is required to make the Club aware of the avenue of appeal to the SDC.

27.3 Management is required to prepare the required documentation for the SDC to make their decision.

### **Rejecting Applications for Affiliation**

28 If a Clubs application for affiliation is rejected by the SDC, the following procedure will be adhered to:

28.1 The SDC Convenor must provide the Club executive with a brief statement, in writing, as to the reason for rejection within seven (7) days of the meeting.

28.2 The Club may appeal once to the SDC Convenor to have the application re-assessed at the next SDC meeting. The Club must submit a written request for appeal to the SDC within 14 days of being notified of the outcome of their application. The Club may submit additional information or documentation (such as a letter of explanation) to be considered by the committee.

28.3 The decision of the SDC is final.

28.4 If the Club is rejected after appeal, the Club may be deemed ineligible to re-apply for a period of 6 months (unless there are significant changes to the application) at the discretion of the SDC Convenor.

### **Change Management System**

29 For the implementation of this policy the approval of any affiliation on delegated authority to Management will also be reviewed by the SDC Convenor.

29.1 The changes to this policy will be reviewed after six months at which time the SDC may remove the Change Management System.

## **F. Alcohol Policy**

1. Arc encourages moderation in and a responsible attitude towards the safe consumption of alcohol, and aims to create a climate that enables individuals to make a free and informed choice as to the level of their alcohol consumption in an environment free of inducement and social pressure to drink alcohol. Arc recognises that alcohol consumption is enjoyed by many members of the University community and that Arc clubs may want to incorporate alcohol into their activities, and while Arc will not attempt to stop drinking at club events, our specific goals are to:

- 1.1 minimise alcohol-related harm to the individual;
- 1.2 minimise alcohol-related damage to property;
- 1.3 preserve the reputation of Arc in the community.

2. Arc affiliated clubs must comply with the requirements specified in this Alcohol Policy. Clubs will only be able to claim Arc funding for an activity if they have complied with this Policy.

3. It is the responsibility of the Club Executive to ensure that everything is done to minimise the harmful effects of alcohol and that this Policy is adhered to.

4. Club activities must at all times comply with relevant Commonwealth and State laws, University Policies and Procedures and Arc Policies and Procedures.

5. General requirements of Club activities:

- 5.1 Club members under the age of 18 must not consume alcohol;
- 5.2 Club members must not be subjected to any pressure to drink;
- 5.3 Desirable non-alcoholic drinks must be available in adequate quantities. Where drinks are being sold, non-alcoholic drinks must be available at lower prices than their comparable alcoholic alternative. Water must be available for free at all times;
- 5.4 Drinking alcohol and becoming intoxicated must not be the primary objective of the Club activity;
- 5.5 There must be food and other forms of entertainment at events where alcohol is served;
- 5.6 Club members will not drink with the aim of becoming intoxicated;
- 5.7 Club members who are intoxicated will not continue drinking;
- 5.8 Club members who prefer not to drink will be supported;
- 5.9 Use of serving practices consistent with the "National Guidelines For Responsible Serving Of Alcohol";
- 5.10 At least one activity organiser must be designated not to drink and must be responsible for adherence to relevant policies and procedures including this Policy;
- 5.11 Activity organisers must make every reasonable attempt to ensure the safety of attendees at Club activities. This includes not allowing intoxicated Club members to continue drinking, assisting members to get home safely, monitoring the health and well-being of members and providing assistance where necessary;
- 5.12 All activity attendees are subject to the same rights and responsibilities as Club Members under this Alcohol Policy;
- 5.13 Drinking must not interfere with the interests and welfare of others, damage property or bring the reputation of Arc or the University into disrepute.

6. Club activities held in licensed venues must comply with venue policies and procedures as well as this Policy.

7. Club activities not held in a licensed venue must comply with the following additional requirements:

7.1 A Responsible Service of Alcohol (RSA) certified person must be in charge of the serving of alcohol. This person must use serving practices consistent with those learnt in an approved RSA training course. Student notes can be found at [http://www.olgr.nsw.gov.au/pdfs/rsa\\_course\\_material%20Folder/RSA%20Model%20Course-May%2009.pdf](http://www.olgr.nsw.gov.au/pdfs/rsa_course_material%20Folder/RSA%20Model%20Course-May%2009.pdf);

7.2 Only licensed entities from licensed premises may sell alcohol as per Australian law;

7.3 The University of New South Wales does allow consumption of alcohol on their campuses. UNSW Facilities Management must approve all Club activities held on UNSW outdoor spaces. As per their conditions of use a license is required if alcohol is served and any fee is charged

(<http://www.facilities.unsw.edu.au/fm-assist/outdoor-function-bookings/unsw-outdoor-spaces-conditions-of-use/>);

7.4 Conditions of Use for UNSW facilities can be found here [www.facilities.unsw.edu.au/index.php/download\\_file/-/view/68](http://www.facilities.unsw.edu.au/index.php/download_file/-/view/68);

7.5 Food and drink are not allowed in UNSW Centrally Allocated Teaching Spaces (CATS);

7.6 University Rules and Codes of Conduct for Students can be found here <https://my.unsw.edu.au/student/academiclife/assessment/AcademicMisconductStudentMisconduct.html>. These do not relate specifically to the consumption or provision of alcohol, however, alcohol consumption may increase the risk that students engage in student misconduct. Activity organisers should familiarise themselves with these rules and codes of conduct and make every reasonable effort to ensure Club members do not engage in misconduct;

7.7 Clubs must comply with the requirements, policies and procedures of the venue where the activity is being held. This includes complying with informal requests from the host, for example, when a Club activity is held in a private residence Club members must comply with the rules set down by the host.

8. Banned practices:

8.1 Promotional activities, including alcohol promotions conducted in cooperation with alcohol suppliers, which offer inducements or otherwise encourage drinking;

8.2 Customs which exert social pressure on students to drink to excess including competitive drinking practices;

8.3 No event is to advertise or promote the provision of an unlimited amount of alcohol (e.g. "all you can drink") or promote the event with alcohol consumption as the main activity of the event.

9. For any event where the ticket price structure factors in the inclusion of alcohol, Clubs must provide non-alcoholic beverages of equal value for attendees who will not be consuming alcohol.

11 Arc reserves the right to reject any grant application if Arc determines that this policy has been breached.

12. Members of the University community who require further information about alcohol and its effects or who wish to seek help in connection with their drinking are invited to consult either the University Health Service or Counselling Service. Fact sheets and guidelines are available from the NSW Office of Liquor, Gaming & Racing website at [http://www.dgr.nsw.gov.au/liquor\\_fact\\_sheets.asp](http://www.dgr.nsw.gov.au/liquor_fact_sheets.asp).

13. If you are unsure about certain aspects of this Policy it is your responsibility to seek advice from the Arc Clubs Coordinator. The Arc Clubs Coordinator is available to answer questions about this Policy, its interpretation or implementation.

14. This policy is modified from the University of Sydney Alcohol: Policy and Guidelines on Consumption and the Kensington Colleges Alcohol: Policies and Procedures. Acknowledgements go to the authors of these sources.

## **G. Administrative support**

- 1 Arc shall provide administrative support for Clubs by providing the following:
  - 1.1 Secretarial Allowance (See 2), which contributes towards the use of:
    - (i) Photocopying, printing
    - (ii) Laminating
    - (iii) Badge making
  - 1.2 Limited insurance;
  - 1.3 Training of Club executives and office bearers;
  - 1.4 Arc space hire;
  - 1.5 Support in the hiring of UNSW space;
  - 1.6 Computer access;
  - 1.7 Club asset storage; and
  - 1.8 Other administrative support as determined by the Department Manager from time to time.
- 2 Secretarial Allowance
  - 2.1 The Secretarial Allowance is designed to assist all Clubs in meeting the costs of their administration at Kensington and COFA. The Secretarial Allowance is only available to affiliated clubs who have met all necessary Arc requirements.
  - 2.2 A Club receives the Secretarial Allowance upon affiliation. The Secretarial Allowance will be updated twice a year and is based on the Clubs current membership list:
    - (i) Clubs with between 0-49 Arc members will receive \$25 per semester
    - (ii) Clubs with between 50-199 Arc members will receive \$100 per semester
    - (iii) Clubs with greater than 200 Arc members will receive \$200 per semester,
  - 2.3 The Secretarial Allowance is used to pay for Club use of the following resources in the Clubs Resource Centre:
    - (i) photocopying and printing;
    - (ii) laminating;
    - (iii) badge making;
    - (iv) other administrative resources as determined by the Department Manager from time to time.

- 2.4 The appropriate login information and/or authorisation cards for computers and photocopy use will be provided by Arc.
- 2.5 The Club Executive is responsible for all resources that are used under the Club login. Any misconduct, including, but not limited to, using the facilities for non-club related matters may result in the Club being banned by the Student Development Manager from using the Clubs Resource Room until a new Executive is elected or for a period of 3 months, whichever is the longer.
- 2.6 In extraordinary circumstances, the Student Development Committee may on application by a Club, at its discretion, increase a Club's Secretarial Allowance.
- 2.7 The allowance is only available for use at the Clubs Resource Centre; no funding will be provided in the form of other Grants for activities that may be funded under the secretarial allowance. Once a Club has spent its Secretarial Allowance a Club may choose to pay Arc for the use of its resources. If a Club does not use a part of its Secretarial Allowance in one calendar year, then it is not 'rolled over' to following calendar year or made available for other purposes. The Secretarial Allowance is not transferable.
- 2.8 The SDC delegates the provision of the Secretarial Allowance to the Department Manager or delegate.

## H. Grievance/Dispute Resolution

- 1 In the first instance, those involved in the dispute or disagreement should attempt to resolve the issue between themselves through discussion and an exchange of views;
- 2 If attempts to resolve the matter are not successful, the matter should be referred to Arc.
- 3 Any Club member, Arc member or member of the UNSW community may lodge a complaint about a Club affiliated with Arc. Complaints must be in writing.
- 4 Arc resolves complaints in an impartial way.
- 5 Arc may offer to mediate the complaint between the complainant and the Club.
  - 5.1 A Student Development Coordinator, in conjunction with the Department Manger or Student Support Manager where necessary, will act as a grievance officer.
  - 5.2 If, after a mediation process has been attempted, the issue still cannot be resolved, the issue will be referred to the Student Development Committee to make a determination.
- 6 If a Club is not adhering to the Clubs Policy, Clubs Procedures or any other relevant Arc policy, then the following action may be taken:
  - 6.1 In the case of a minor breach, the club may be issues with a written formal warning by email and letter, and no further action taken.
  - 6.2 In the case of a serious breach, or a second breach after an initial formal warning, the club may be immediately suspended by the SDC Convenor and Department Manager, in consultation with the Chair of the Board and the CEO where relevant.
    - (i) The club will be provided written notice of its suspension, by email or letter.
    - (ii) Suspension will prevent the club from having access to Arc resources, including funding and secretarial allowance, for the duration of the suspension.
    - (iii) The suspension will remain in effect until the next meeting of the SDC, at which point a determination will be made by the SDC as to the continuation or otherwise of the suspension.
- 7 The Student Development Committee will be informed of all complaints and all warnings issued to any Club.

- 8 The SDC may re-assess the affiliation of a club in the case of a serious breach, or a second breach after an initial formal warning.
- 9 The SDC is not responsible for grievance and dispute resolution between individual club members, or between club members and a member of the executive, except where the club executive is acting for the Club.
  - 9.1 Any such matters should be referred to the UNSW Student Conduct and Appeals Officer.

## I. Communication

- 1 Clubs General Meetings (CGMs) are an important way Arc communicates with Clubs.
- 2 The role of the Clubs General Meeting is to:
  - 2.1 Provide a forum for communication between Arc and Clubs.
  - 2.2 Provide a framework within which Arc can advertise their support to Clubs, this may include details of recently approved grants and affiliations. .
  - 2.3 Provide a framework for new Clubs to advertise their affiliation to other Clubs.
  - 2.4 Provide a forum for training and development of Club executives.
  - 2.5 Provide a forum for Clubs to ask questions and raise issues regarding services provided to Clubs.
  - 2.6 Club Arc Delegates must attend Clubs General Meetings.
  - 2.7 Management ensures that issues raised at Clubs General Meetings are brought to the attention of the Student Development Committee Convenor.
  - 2.8 A Clubs General Meeting is to be held at least monthly during Semester at Kensington campus. A Clubs General Meeting is to be held at least once per Semester at COFA campus.
- 3 Clubs that miss Clubs General Meetings without submitting apologies may be displaying a symptom of another problem in the Club. It is Arc's early warning system for Clubs that may be experiencing problems. It is Arc's role to mentor the Club back to success.
- 4 These Clubs are administered in the following way:
  - 4.1 2nd miss in a row – The Club Arc Delegate is requested to meet with Arc. Arc endeavours to assist the Club with any problems it may be having. Arc Delegate is reminded about future dates of CGMs.
  - 4.2 3rd miss in a row (or if the Arc Delegate is not contactable) – The Club President is requested to meet with Arc. Arc endeavours to assist the Club with any problems it may be having. The Arc Delegate is reminded about future dates of CGMs. If the President is not available then all other executives are attempted to be contacted.
  - 4.3 4th miss in a row – Start the Grievance / Dispute Resolution procedures.
- 5 Arc regularly emails Clubs a Clubs Newsletter. This newsletter will be sent to the official club email, Club President's email and Arc Delegate's email as provided by the Club to Arc. Arc assumes that all Clubs read the newsletter within one week of it being sent. The Newsletter contains important information from Arc.

## Appendix A - Constitution Requirements

- 1) The Club's Constitution must be accepted by an Annual or Extraordinary General Meeting of members of the Club, and that meeting must have been called with the required notice.
- 2) The name and aims of the Club must be in the Club's constitution.
- 3) References to legacy organisations need to be amended to Arc.
- 4) For Clubs affiliating, all clauses in the Clubs Model Constitution (Appendix B), or clauses to the same effect, are required to be contained in the Club's constitution (these clauses represent a minimum standard and may be worded differently if they do not depart from the minimum standard).
- 5) The appointment of a committee is not a requirement, but a practice undertaken by a large number of clubs to assist in the day to day operations of their society. The inclusion of the Committee in the model constitution is designed to give legitimacy to those clubs that do appoint committee members, as well as allow latitude for the executive to make an appointment should the need arise.
- 6) The following clause is the minimum requirement, so long as proxies are allowed in AGMs and EGMs held on a non-academic day, it is up to the discretion of clubs whether meetings held on academic days can have proxies or not. Therefore, clubs whose constitution states that their AGMs and EGMs **MUST** be held on academic days may choose to keep the clause that states proxies are not allowed in meetings. Or, if the club chooses, they may insert a clause to the effect that proxies are allowed in all meetings, whether they are held on an academic day or not, but the clause must also state that the procedure shall comply with the requirements of Arc.
  - a) *Proxies shall be allowed in meetings not held on an academic day and the procedure shall comply with the requirements of Arc.*
- 7) Clubs may add additional executives to their constitution, but must include the position title in section 3.1 and a position description in Section 3.9. The following provides an example for how to include a Vice-President position:
  - a) Insert 3.1.2 A *Vice President*;
  - b) Insert 3.9.2 **Vice President**
    - a) *In the absence of the president, to chair all club, Committee, General and Annual General Meetings (held during their term) of the club or society;*
    - b) *To assist the President in coordinating the activities and administration of the club;*
    - c) *To have a thorough knowledge of the club's or society's constitution;*
    - d) *To ensure that changes made to the constitution at an EGM or AGM are in line with Arc requirements;*
    - e) *To ensure that motions made at any Meeting of the club or society are reflective of the constitution;*
    - f) *To ensure that Arc is informed of any changes to the Executive;*



## Appendix B – Model Regular Club Constitution

A Model Regular Club Constitution follows.

**Arc @ UNSW Limited**

**Model Regular Club/Society**

**CONSTITUTION**

Instructions: Insert official Club Name on the line below and fill in section 1.

---

## CONSTITUTION

### 2 Introduction

- 2.1 The official name of the club shall be \_\_\_\_\_.
- 2.2 The club shall be affiliated to Arc.
- 2.3 The aims and objectives of the club are:
- 2.3.1 \_\_\_\_\_.
- 2.3.2 \_\_\_\_\_.
- 2.3.3 \_\_\_\_\_.
- 2.4 In all matters not specifically dealt with herein, the procedures set out in the latest edition of Guide for Meetings and Organizations by N.E.R. Renton shall apply.

### Definitions

- 2.5 For the purposes of this Constitution:
- 2.5.1 The University shall mean the University of New South Wales;
- 2.5.2 Arc shall mean Arc @ UNSW Limited;
- 2.5.3 Re-affiliation shall mean re-affiliation with Arc;
- 2.5.4 Members shall mean full members of the club;
- 2.5.5 Associate members shall mean associate members of the club;
- 2.5.6 The Executive shall mean the Executive of the club;
- 2.5.7 The Committee shall mean the Executive of the club as well as any member appointed by the Executive to fill a specific role;
- 2.5.8 The Annual General Meeting shall mean the Annual General Meeting of the club;
- 2.5.9 An academic day shall mean a day during the first or second session of the University's academic year which is not a Saturday, Sunday, Public Holiday or University Holiday; and
- 2.5.10 Subjects shall mean units of study offered by the University in progression to the award of a degree.
- 2.6 Unless a contrary statement appears in Section 7 of this Constitution, the club shall be bound by all the clauses in Section 2 to Section 6 of this Constitution.

### **3 Membership**

- 3.1 Contact details for members of your club are to remain with the Executive and Arc to have sole access. Contact details are not to be given or sold to any other person.
- 3.2 The club shall be recognized either as a Constituent or Financial club.
- 3.2.1 The club will be a Constituent club if it has an agreed association with a Program, Department, School, or Faculty of the University, which is ratified by Arc.
- 3.2.2 The club will be a financial club if it is not a Constituent Club.
- 3.3 Where the club is recognized as Financial, full membership of the club shall be open to all UNSW students subject to affiliation requirements of Arc, and they shall be required to pay an annual club membership fee of at least \$0, and complete a membership form.
- 3.4 Where the club is a constituent club, full membership shall be open to UNSW students subject to affiliation requirements of Arc who are enrolled in subjects under the jurisdiction of the agreed Program, Department, School, or Faculty of the University. They shall not be required to pay any club membership fee, but will have to sign their consent on an annual membership list.
- 3.5 Where the club is recognized as Financial, associate membership shall be open to all persons who are not UNSW students subject to affiliation requirements of Arc, provided that they pay a membership fee that is set by the club Executive, and they complete a membership form prepared by the club Executive.
- 3.6 Where the club is recognized as Constituent, associate membership shall be open to all persons who are not UNSW students, and those UNSW students who are not enrolled in subjects under the jurisdiction of the agreed Program, Department, School or faculty of the University subject to affiliation requirements of Arc, provided that they pay an annual membership fee that is set by the club Executive, and they complete a membership form prepared by the club Executive.
- 3.7 The duration of a person's membership shall be until the club's next Annual General Meeting after they have become a member, or until the end of Week One in Session One of the University year after they have become a member, whichever is the later.
- 3.8 The club shall comply with Anti-Discrimination legislation in all of its activities and procedures, including the granting of club membership.
- 3.9 Notwithstanding clause 2.8, a member of a club Executive may have their position declared vacant according to the procedures set out in Section 3.6.
- 3.10 Notwithstanding clause 2.8, a member or associate member of a club may have their membership terminated after the following procedure is followed:
- 3.10.1 A motion is carried by the Executive, or the Executive is petitioned by fifteen (15) members to instigate impeachment proceedings;
- 3.10.2 The members of the club are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 4.2;
- 3.10.3 The member concerned is notified in writing of the procedures and reasons for proceedings at least seven (7) days prior to the meeting.
- 3.10.4 The member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting.
- 3.10.5 The motion is carried by the Extraordinary General Meeting.
- 3.11 Any member of a club or club Executive who believes they have been wrongly expelled may appeal to Arc, who will arrive at the final resolution of the matter.

### **4 Executive**

- 4.1 The Executive of the club shall be elected from the full members at the Annual General Meeting and shall consist of at least:
- 4.1.1 A President;

- 4.1.2 A Secretary;
- 4.1.3 A Treasurer; and
- 4.1.4 An Arc Delegate.
- 4.2 One member is permitted to hold two Executive positions, provided that a minimum of three different members shall remain on the Executive at all times, with the exception that the positions of President and Treasurer may not be held by the same person..
- 4.3 Job sharing of any Executive position is not permitted.
- 4.4 The Executive shall be responsible for the following duties:
  - 4.4.1 The activities of the club;
  - 4.4.2 The finances of the club;
  - 4.4.3 Appointing members to the Committee;
    - a) Appointments will be made by majority vote of the executive.
- 4.5 The Executive is at all times bound by the decisions of a club Annual or Extraordinary General Meeting.
- 4.6 Any member of the Executive shall have their position declared vacant if they:
  - 4.6.1 Die;
  - 4.6.2 Cease to be a member of the club;
  - 4.6.3 Cease to be a UNSW student;
  - 4.6.4 Are absent from any three (3) consecutive meetings of the club without apology or leave; or
  - 4.6.5 Have their position declared vacant at an Extraordinary General Meeting.
- 4.7 Any member of the Committee shall have their position declared vacant if they:
  - 4.7.1 Meet the criteria outlined in section 3.6; or
  - 4.7.2 Are removed from their role by majority vote of the executive.
- 4.8 Any vacancy on the club Executive must be filled at an Extraordinary General Meeting, via the procedures outlined in Section 4.
- 4.9 Duties of the following Executive positions shall include but not be limited to:
  - 4.9.1 **President**
    - a) To chair all club, Committee, General and Annual General Meetings (held during their term) of the club or society;
    - b) To oversee and coordinate the activities and administration of the club;
    - c) To ensure that the elected officers of the club or society perform duties as laid down by the clubs' Constitution, through regular e-mail updates, regularly advertised meetings, reports and notices and/or regular newsletters;
    - d) To ensure that all other tasks necessary for the running of the activities of the society are performed, properly either by doing them or delegating the duties;
    - e) To have a thorough knowledge of the club's or society's Constitution;
    - f) To plan the coming year's activities;
    - g) To act as official spokesperson for the club;
    - h) To arrive at a membership fee with the Executive;
    - i) To liaise with fellow office bearers;
    - j) To acquaint each committee member with their function, responsibility, duties and maintain personal contact with them;
    - k) To liaise with Arc and departments of the University where necessary;
    - l) To ensure that an "Application for Affiliation" form accompanied by the minutes of the most recent Annual General Meeting and an updated membership list is submitted to Arc;
    - m) To ensure that the Treasurer submits a Financial Report to the club at the AGM and to Arc and that they have the club's finances in good order in preparation for Spot Audits by Arc;
    - n) To ensure that Arc is informed of changes to the Executive;
    - o) To pass on their knowledge to their successor; and

- p) Other duties as in accordance with the Constitution of the club.

#### 4.9.2 **Secretary**

- a) To be responsible for receiving and replying to all correspondence on behalf of the club;
- b) To organise meetings, agendas (in consultation with the President), and minutes;
- c) To keep relevant club papers in order;
- d) To coordinate elections; and
- e) To maintain the membership list, updating when changes are made.

#### 4.9.3 **Treasurer**

- a) To keep and maintain all club financial records;
- b) To hold cheque books, petty cash tins etc;
- c) To keep the club informed of its financial position (at meetings, through regular e-mail reports, or regular newsletters;
- d) To carry out financial transactions as directed by the club management;
- e) To not lend money, under any circumstances to yourself, club members or other clubs;
- f) To always ensure that the records are up to date and in good order so that if they are otherwise unable to continue in that capacity someone else can easily take over;
- g) To not put the club in debt that cannot be repaid, but should endeavour to match costs and income as closely as possible;
- h) To always insist on a receipt or docket to validate any expenditure by the club;
- i) To pay all accounts by cheque;
- j) To always enter the payees name, the cheque amount and a brief explanation of the payment on the cheque butt;
- k) To always provide a receipt to a person who gives money to the club for any reason and bank all money received IMMEDIATELY;
- l) To ensure you have at least two and not more than three signatories who are Executive members to the cheque account;
- m) To ensure that club funds are not misused at any time; and
- n) To ensure that when smaller amounts of money are spent (petty cash) a receipt or docket must be obtained.
- o) Under no circumstances are any expenses to be met without documentation,

#### 4.9.4 **Arc Delegate**

- a) To be aware of the Arc funding system, it's requirements and its possibilities for the club;
- b) To communicate with the Executive before and after each Arc Clubs General Meeting to pass on information (about grants etc);
- c) To liaise with Arc and the club's Executive;
- d) To have a good working knowledge of Arc forms;
- e) To clear out the club's pigeonhole in the Arc Resource Centre at least every two weeks; and
- f) To attend Arc Clubs General Meetings or nominate a fellow club member to attend on your behalf, or send advance apologies (taking the form of a written note detailing your name, club, and the date of the meeting you can not attend).

## **5 Meetings**

### **Annual General Meetings**

- 5.1 There shall be one Annual General meeting every calendar year.
- 5.2 Notice in the form of an agenda for the Annual General Meeting shall be no less than seven (7) days, and is to be:
  - 5.2.1 Given in writing to Arc;
  - 5.2.2 Given in writing to all club members, or upon approval by Arc displayed in a way that will guarantee an acceptable level of exposure among club members.
- 5.3 Quorum for the Annual General Meeting shall be fifteen members or one half of the club membership, whichever is the lesser.
- 5.4 At an Annual General Meeting:
  - 5.4.1 Reports shall be presented by at least the President and the Treasurer;
  - 5.4.2 Full financial reports shall be presented and adopted;
  - 5.4.3 Elections for a new Executive shall be conducted; and
  - 5.4.4 Constitutional amendments and other motions on notice may be discussed and voted upon.
- 5.5 Full minutes of this meeting, including a list of the new Executive, written financial reports, and constitutional amendments, shall be forwarded to Arc within fourteen (14) days of the meeting.

### **Extraordinary General Meetings**

- 5.6 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 4.8.
- 5.7 The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting, except that Executive elections will not be held unless specifically notified.
- 5.8 To petition Extraordinary General Meeting fifteen (15) members or half of the club membership, whichever is the lesser, must petition the Executive in writing.
- 5.9 Such a petitioned meeting must be held within twenty-one (21) days, but no sooner than seven (7) days.
- 5.10 There shall be other general meetings of the club as the Executive sees fit.

### **Meetings**

- 5.11 General requirements for all meetings are as follows:
  - 5.11.1 All voting at meetings shall be with a simple majority required for a resolution to be passed;
  - 5.11.2 Each member is entitled to one vote;
  - 5.11.3 Proxies shall be allowed in meetings and the procedure shall comply with the requirements of Arc;
  - 5.11.4 In the case of equality of voting the President shall have a casting vote;
  - 5.11.5 Elections for Executive shall use the "first past the post" system;
  - 5.11.6 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting;
  - 5.11.7 Constitutional changes passed at an Annual or Extraordinary General Meeting must be approved by Arc for the Club to remain affiliated with Arc.

## **6 Finance**

- 6.1 The club shall hold an account with a financial institution approved by Arc.
- 6.2 The Executive must approve all accounts and expenditures for payment.

- 6.3 All financial transactions shall require two signatures of members of the Executive.
- 6.4 The club shall nominate three members of the Executive as possible signatories for the account, one of which must be the club Treasurer
- 6.5 The financial records of the club shall be open for inspection by Arc at all times.

## **7 Dissolution**

- 7.1 Dissolution of the club will occur after the following conditions have been met:
  - 7.1.1 An Extraordinary General Meeting is petitioned in writing as set out in 4.8;
  - 7.1.2 Procedures for notification as set out in 4.2 are followed, and the reasons for the proposed dissolution are included with the notification to Arc;
  - 7.1.3 Quorum for the meeting to dissolve the club shall be twenty (20) members or three-quarters of the club membership, whichever is the lesser;
  - 7.1.4 No other business may be conducted at the meeting to dissolve the club;
  - 7.1.5 After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten minutes set aside for this purpose;
  - 7.1.6 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the club;
  - 7.1.7 If the motion to dissolve is carried, Arc must be notified within fourteen (14) days.
- 7.2 Dissolution of the club will also occur if the club has been financially and administratively inactive for a period of eighteen (18) months.
  - 7.2.1 Arc must give twenty (20) academic days notice in an official Arc publication and in writing to the last known President before dissolving the club in this way.
- 7.3 On dissolution of the club, the club is not to distribute assets to members. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. This organisation may be nominated at the dissolution meeting of the club. If no other legitimate club or organisation is nominated, Arc will begin procedures to recover any property, monies or records belonging to the club which it perceives would be useful to other Arc-affiliated clubs. The club will be given twenty one (21) days to forward all relevant items to Arc before any action is instigated.

## **8 Additions**

*Please number any additions or alterations to this Constitution starting with 7.1, and ensure that a copy is submitted to Arc with your affiliation. Additions or alterations to this Constitution do not become valid unless ratified by Arc.*

**Appendix C – Proxy Form**

I

---

*(Club Member's Full Name and Student Number)*

of

---

*(Club Member's Address)*

being a member of *(Club Name)* hereby appoint

---

*(Proxy's Full Name and Student Number)*

of

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*(Address of Proxy)*

to vote for me on my behalf at the *(Annu General/ Extraordinary General/ Ordinary)* Meeting of the *(Club Name)* to be held at *(Location)* on ***(Date and Time)*** and at any adjournment thereof.

This form assumes the appointment of one proxy.

Please sign this Proxy Form below:

FOR MEMBERS
_____
Signature of Club Member
_____
Name (Please Print)
_____
Date

Please show this form to the Club's Returning Officer (or Club Secretary) at the beginning of the relevant meeting. This proxy is only valid if the form is brought to the relevant meeting.

## Appendix D – Arc Clubs Work Health and Safety (WHS) Agreement

As an Arc @ UNSW Limited (“Arc”) Club, you are required to comply with all Work Health and Safety policies and procedures. This specifically refers (but is not limited) to Arc’s Work Health and Safety Management System (“WHSMS”). As a Club executive, it is a requirement to ensure that you exercise your WHS duties and responsibilities in ensuring that any Club event or activity is conducted in a way which complies with WHS policy.

Your responsibilities as an executive member of an Arc Club include, but are not limited to:

- Taking reasonable care for your own Health & Safety.
- Taking reasonable care for the Health & Safety of others.
- Not willfully placing at risk the health, safety or wellbeing of others or misusing safety equipment.
- Planning and conducting events in a fashion which is in line with UNSW and/or Arc’s Risk Management Policy and Procedure.
- Familiarising yourself with Arc’s WHS Policy & WHSMS and your personal responsibility for Workplace Health and Safety (WHS).
- Engaging in safe work practices (if applicable) whilst on any Arc premises, taking reasonable care for your own health and safety and that of other who may be affected by your acts or omissions.
- Cooperating with Arc and/or USW to ensure the compliance with WHS legislation.
- Reporting all incidents, injuries and hazards or WHS issues of concern.
- Seek WHS information or advice from Arc where necessary, particularly before carrying out new or unfamiliar work or for the purpose of Club events or activities.
- Participating in discussion and consultation on the management of WHS risks that may affect you and/or your Club members.
- Ensuring that executive members participate in WHS education and training as provided by Arc where possible.
- Cooperating with Arc or UNSW WHS policies and procedures.
- Wearing appropriate clothing, footwear and protective for all work being done and properly use relevant safety devices (ensuring whilst on any Arc premises that you are familiar with Safe Working Procedures).
- Familiarising yourself with Arc local and University-wide emergency procedures and cooperate with directions for emergency wardens.

For more information on Arc’s policy and WHS legislation, visit

[http://kb.arc.unsw.edu.au/OHS\\_Information](http://kb.arc.unsw.edu.au/OHS_Information) or contact [WHSConsultation@arc.unsw.edu.au](mailto:WHSConsultation@arc.unsw.edu.au).

To report a hazard or incident, contact [WHSConsultation@arc.unsw.edu.au](mailto:WHSConsultation@arc.unsw.edu.au) or fill out one of the available forms from the Student Development Office (Roundhouse, level 1).

Club Name: \_\_\_\_\_

We, the undersigned, verify that we have read the Arc Clubs Work Health and Safety Agreement and will comply with the requirements set out therein for the duration of the current term on the executive of the Club.

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All members of the executive must sign this form. If the Club has more than eight executives, please attach additional pages as required, with their names, executive positions, signatures and date signed.