

## 1. NAME

1.1. The program shall be referred to as the UNE Clubs and Societies Program.

## 2. PURPOSE

2.1. UNE Life recognise the significant role that the UNE Clubs and Societies Program plays in building capacity for UNE students through leadership opportunities, and supplementing the academic experience with valuable skills to assist their transition into careers.

2.2. The UNE Clubs & Societies Program shall;

2.2.1. Enrich the UNE student experience

2.2.2. Foster fraternity amongst the student population

2.2.3. Provide leadership skills and personal growth for members and office bearers

2.2.4. Encourage engagement between student groups, clubs, and the University.

## 3. RECOGNITION

3.1. UNE Clubs and Societies shall fall under 3 tiers of recognition being;

3.1.1. **Tier 1 (one)** refers to clubs that are directly representing UNE and adhere to the regulations detailed in this document. Further, they;

3.1.1.1. Must have a membership base of at least 80% UNE Students

3.1.1.2. Must be able to be perceived as representing the University of New England. Where the prefix 'UNE' is not used, consideration must be given to how this will occur.

3.1.1.3. Must have a valid constitution, detailing a Club or Society's purpose and requirements.

3.1.2. **Tier 2 (two)** refers to clubs that are recognised as representing UNE through a college, including sports clubs and JCR. Further, they;

3.1.2.1. Must have a membership base of at least 80% UNE Students.

3.1.3. **Tier 3 (three)** refers to the clubs and societies who are affiliated with UNE, however not representing UNE. Tier 3 clubs may not use the UNE prefix and may have any membership composition.

## 4. TIER 1 CLUB OR SOCIETY CREATION

4.1. In order for a new Club or Society to be formed, there must be clear demonstration that an existing Club or Society does not already serve the same purpose.

4.2. Applications for a new Club or Society may be made at any time by completing the 'Application to form a new Club or Society at UNE' form. This application will be submitted to Communications & Student Engagement, UNE Life with;

- 4.2.1.1. A copy of the constitution and the minutes of the meeting where this constitution was adopted
  - 4.2.1.2. Minutes of the most recent general meeting, special general meeting or annual general meeting if in addition to the minutes provided with the constitution
  - 4.2.1.3. A list of office bearers, including full name, phone number and email address.
  - 4.2.1.4. A complete member register and their status as UNE student, or non-UNE student.
- 4.3. Once these documents are received, they will be reviewed by UNE Life Communications & Student Engagement
- 4.4. In order to qualify as a UNE Club or Society, UNE Life Communications & Engagement may request changes be made to a constitution.

## **5. MEMBERS**

- 5.1. Clubs and Societies will operate in accordance with democratic principles
- 5.2. Clubs and Societies shall not be controlled by any organisation, external to UNE
- 5.3. Clubs and Societies will disclose any affiliation to external bodies to the Communications and Student Engagement Officer and to their members
- 5.4. Three, separate individuals must hold the position of President, Treasurer, and Secretary

## **6. ACCOUNTS, FINANCE & FUNDING**

- 6.1. Where a Club or Society bank account is not managed by SportUNE, Clubs and Societies must be able to provide statements of financial position and reconciliation of accounts, upon request.
- 6.2. To apply for funding through the Student Services and Amenities Fee (SSAF), Clubs must be a recognised Tier 1 or Tier 2 Club.
- 6.3. SSAF funding will be distributed through the Clubs and Societies committee acting as the SSAF Clubs and Societies Sub-Committee.
- 6.4. Funding will not be used for the following purposes;
  - 6.4.1. Purchase of alcohol or other drugs
  - 6.4.2. Endorsement of a political POV or campaign
  - 6.4.3. Items that are 'personal' in nature and not transferrable to other members or, the Club or Society generally.
  - 6.4.4. Food or other consumables that only directly benefit individuals (ie. Small food items for study sessions).
- 6.5. The financial position of the Club or Society, as well as their capacity to raise funds independently, will be a determining factor for all funding considerations.

- 6.6. Clubs and Societies that have received funding are required to submit an Acquittal and Evaluation Form no more than 14 days after the completion of the activity for which funding was granted. Forms must include
  - 6.6.1. Receipts for all associated purchases
  - 6.6.2. Cashbook details of expenditure and income
  - 6.6.3. Details of any SSAF allocated funds not spent and deposit information for return of unused funds.
- 6.7. Failure to provide an Acquittal and Evaluation Form will preclude a Club or Society from future funding opportunities.
- 6.8. Travel Costs
  - 6.8.1. Travel costs for shall be funded for up to 50% of the expense, per Club or Society, per year.
- 6.9. Speakers' Fees
  - 6.9.1. Funding may be sought to reimburse the costs associated with professional speakers' fees and their related expenses
  - 6.9.2. Speakers' fees shall be funded up to a cap of \$1000 per year or at 50% of the expense.
- 6.10. Merchandise
  - 6.10.1. Promotional merchandise which is intended for free distribution shall be funded to a cap of \$500, per Club or Society, per year
  - 6.10.2. Merchandise intended for sale, and subsequent revenue raising, shall be funded to a cap of \$1000, per Club or Society, per year

## **7. CONDUCT & GRIEVANCES**

- 7.1. Clubs and Societies must, at all times, represent themselves and the University in a professional and ethical manner.
- 7.2. Grievance with Clubs, Societies or members will be dealt with under the Student Behavioural Misconduct Rules, or other relevant policy.
- 7.3. The UNE Life Board of Directors may withdraw Club or Society status if it is deemed in the interest of the UNE Clubs and Societies Program.

## **8. CESSATION OF A CLUB OR SOCIETY**

- 8.1. Where a Club or Society ceases to be active, the last known executive must undertake to transfer all remaining bank balances and petty cash to a holding account with UNE Life and close any associated bank accounts.
- 8.2. A current asset register of all club equipment must be provided to UNE Life, with details of item storage. This can be a current Cash Book, complete with capital items register.